

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name] effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to relocate and pursue opportunities that align more closely with my personal and career goals.

I am grateful for the opportunities that I have had during my time at [Company's Name] and appreciate the support and guidance you have provided.

Please let me know how I can assist during the transition period.

Thank you for everything. I look forward to staying in touch.

Sincerely,

[Your Name]