

Resignation Letter

[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].

This decision comes with great regret as I have truly enjoyed working with you and the team. However, due to unforeseen circumstances, I will be relocating to [New Location], which makes it impossible for me to continue in my current role.

I am extremely grateful for the opportunities I have had at [Company's Name] and for the support from yourself and my colleagues. I have learned a great deal and cherish the experiences and friendships I have made here.

I will do everything I can to ensure a smooth transition during my remaining time. Please let me know how I can help with the handover process.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]