

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as I have decided to relocate for personal reasons.

Working at [Company's Name] has been a valuable experience, and I am truly grateful for the opportunities I have had to grow professionally and personally.

I will ensure a smooth transition during my remaining time and am happy to assist in the handover of my responsibilities.

Thank you once again for your support and understanding. I hope to stay in touch, and I wish [Company's Name] continued success.

Sincerely,

[Your Name]