

[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 as Marketing [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and involved a lot of consideration. However, due to my recent decision to relocate, I believe it is in my best interest to explore new opportunities closer to my new home.

I want to express my sincere gratitude for the opportunities I have received during my time at [Company's Name]. I have enjoyed working with such a talented team and appreciate all the support you have provided.

I am committed to ensuring a smooth transition and will do everything possible to complete my current tasks and assist in the handover process.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch moving forward.

Sincerely,

[Your Name]