

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

This decision was not easy and took a lot of consideration. I have enjoyed working at [Company Name] and am grateful for the opportunities I've had to grow professionally and personally.

I am committed to making this transition as smooth as possible and will do everything I can to wrap up my duties and assist during the handover period.

Thank you for your understanding. I hope to keep in touch in the future.

Sincerely,

[Your Name]