

# Resignation Letter for Relocation

[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 as a result of my impending relocation to [New Location], which will make it impractical for me to continue my employment. I have greatly appreciated the opportunities for professional and personal development that you and the company have provided me during my time here.

I am committed to ensuring a smooth transition and will do my best to complete my projects and assist in transferring my responsibilities to my colleagues before my departure.

Thank you once again for the chance to be a part of [Company's Name]. I hope to keep in touch and wish the company continued success in the future.

Sincerely,  
[Your Name]