

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date of the letter]. This decision was not easy and comes after careful consideration of my personal circumstances.

The reason for my resignation is due to relocation. My family and I have decided to move to [New Location], and I believe that this change is in the best interest of my family at this time.

I want to express my heartfelt gratitude for the opportunities I have received at [Company's Name]. It has been a privilege to work alongside such talented individuals and to contribute to the team's successes. I am incredibly proud of what we have achieved together.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for the support and guidance during my time at [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]