

[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 was not made lightly, but due to personal circumstances, I will be relocating and will no longer be able to continue my role here.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have enjoyed working with you and the team, and I appreciate the support and guidance I have received.

Please let me know how I can help during the transition period. I hope to keep in touch, and I look forward to crossing paths in the future.

Thank you once again for everything.

Sincerely,

[Your Name]