

Resignation Letter

[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 immediately. Due to unforeseen circumstances regarding my relocation, I am unable to continue my duties.

This decision was not easy, but my current situation necessitates this change. I appreciate the opportunities I have had during my time at the company, and I am grateful for your support and guidance.

Please let me know how I can assist during the transition period.

Thank you for your understanding.

Sincerely,

[Your Name]