

# 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 due to my upcoming relocation to [New Location].

I want to express my gratitude for the opportunities I have had while working here and for the support from you and my colleagues. I have genuinely enjoyed my time at [Company's Name].

I am committed to making the transition as smooth as possible and am willing to assist in training my replacement during my remaining time.

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

Sincerely,

[Your Name]