

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]

Subject: Resignation - [Your Name]

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 upcoming relocation to [New Location].

I have greatly appreciated the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I have enjoyed working with you and the team, and I am truly grateful for the support and guidance I have received.

Please let me know how I can assist during the transition and make my departure as smooth as possible.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you and the organization continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]