

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 at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. Due to my partner's recent employment change, we will be relocating, and I must follow suit.

I want to take this opportunity to express my gratitude for the support and opportunities I have received during my time at [Company's Name]. I have enjoyed working with the team and appreciate the professional development I have experienced here.

I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for everything. I hope to stay in touch, and I look forward to seeing the company continue to grow.

Sincerely,

[Your Name]