

[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 as my spouse has accepted a new job opportunity that requires us to relocate. While this was a difficult choice to make, I believe it is in the best interest of our family.

I have greatly enjoyed my time at [Company's Name] and am thankful for the opportunities for personal and professional growth during my tenure. I appreciate your support and guidance throughout my employment.

I will do everything I can to ensure a smooth transition during my remaining time at the company. Please let me know how I can help.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]