

[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].

The decision to resign was not an easy one; however, due to my partner's job relocation to [New Location], we will be moving. This change in our personal circumstances requires me to step away from my current role.

I am grateful for the opportunities and support I have received during my tenure at [Company's Name]. I have learned and grown tremendously, thanks to the amazing team and leadership.

Please let me know how I can help during the transition period. I hope to make this process as smooth as possible.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,
[Your Name]