

[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 two weeks from today, [Last Working Day]. This decision comes as a result of my husband's job move, which requires us to relocate.

I want to express my gratitude for the opportunities I have had while working here. I have enjoyed being part of such a supportive team and appreciate all the support and guidance you have provided me during my time at [Company's Name].

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything.

Sincerely,

[Your Name]