

Resignation Letter

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 a result of my spouse's relocation for work which necessitates my moving with them.

It has been a pleasure working alongside you and the rest of the team. I am grateful for the opportunities and support I have received during my time here. I will do my best to ensure a smooth transition and will be happy to assist in handing over my responsibilities.

Thank you for your understanding. I hope to keep in touch in the future.

Sincerely,

Your Name