

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 has not come easily, but due to a recent marital relocation, I will be moving to [New Location] and will no longer be able to fulfill my responsibilities with the company.

I want to express my sincere gratitude for the opportunities I have had while working at [Company's Name]. I have enjoyed working alongside a talented team and will always cherish the experiences I have gained here.

I am more than willing to assist in the transition process to ensure a smooth handover of my responsibilities. Please let me know how I can help during this period.

Thank you once again for your support and understanding. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]