

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name] effective [Last Working Day, typically two weeks from the date above]. This decision comes as a result of my family's relocation to [New Location].

I want to express my gratitude for the opportunities I have had while working at [Company Name]. I have learned and grown so much during my time here, and I will cherish the relationships I have built with my colleagues.

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

Thank you for your understanding.

Sincerely,
[Your Name]