

# Resignation Letter

Date: \_\_\_\_\_

To,

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].

Due to a job transfer for my spouse, we will be relocating to [New Location]. This decision was not easy, and I am grateful for the opportunities I have had while working here.

I appreciate all the support and guidance during my time at [Company Name]. I have enjoyed working with the team and hope to keep in touch in the future.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]