

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 after much consideration, as my family has recently decided to relocate due to work commitments.

I would like to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have greatly enjoyed working with you and the team, and I appreciate the support I've received throughout my tenure.

Please let me know how I can assist during the transition period. I hope to keep in touch and wish the company continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]