

[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 my wife has received an excellent professional opportunity that requires our relocation.

It has been a pleasure working alongside such a dedicated team, and I am grateful for the support and opportunities I have received during my time here. I will do my best to ensure a smooth transition and will assist in training my replacement if needed.

Thank you once again for the chance to be a part of [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]