

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]

Subject: Resignation Letter

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 of this letter]. This decision comes as part of a planned relocation to [New Location].

It has been a pleasure working with you and the entire team at [Company's Name]. I greatly appreciate the opportunities for professional and personal development that you have provided me during my time here.

I will do everything possible to ensure a smooth transition in the coming weeks, including training my replacement and handing over my responsibilities. Please let me know how I can assist during this period.

Thank you once again for your support and guidance. I hope to keep in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]