

# 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 due to my family's relocation to [New Location], which has made it impractical for me to continue in my role.

I want 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 entire team, and I appreciate the support and guidance you have provided me.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for everything. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]