

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]

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].

Due to personal circumstances requiring geographic mobility, I have decided to pursue opportunities that allow me to relocate. This was not an easy decision, as I have greatly valued my time working with you and the team.

I am committed to ensuring a smooth transition during my remaining time, and I am happy to assist in training my replacement or completing any outstanding projects.

Thank you for the support and opportunities for professional growth that you have provided during my time here. I look forward to staying in touch in the future.

Sincerely,

[Your Name]