

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 as I am relocating to [New City] for personal reasons.

I want to express my gratitude for the opportunities I've had while being part of [Company's Name]. It has been a pleasure working with you and the team, and I appreciate all the support I've received during my time here.

I am committed to completing my current projects and ensuring a smooth transition before my departure. Please let me know how I can help during this time.

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]