

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 above].

This decision comes after careful consideration, as I will be relocating for personal reasons. I am grateful for the opportunities and support I have received during my time with the company.

I will ensure a smooth transition and will complete any outstanding work before my departure. Please let me know how I can assist during this transition period.

Thank you once again for the experience and guidance I have received while working here. I hope to keep in touch, and I wish you and the company continued success.

Sincerely,

[Your Name]