

[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]. This decision was not easy and took a lot of consideration.

I have received an exciting opportunity that requires me to relocate, and I have decided to pursue it. I cannot express how grateful I am for the support and opportunities I've received during my time at [Company's Name]. It has been a wonderful experience working with you and the team.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities before my departure.

Thank you once again for everything. I hope to keep in touch and wish you and [Company's Name] continued success.

Sincerely,

[Your Name]