

# Resignation Letter

Today's 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 a result of my necessity to move to [New Location].

It has been a pleasure working at [Company's Name], and I appreciate the opportunities for professional and personal development that you have provided me during my time here. I have learned a great deal and am grateful for the support and guidance.

I am committed to ensuring a smooth transition and will do everything possible to finish my tasks and assist in handing over my responsibilities during my remaining time.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]