

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 transitioning to a new home and will need to focus on my relocation during this time.

I am grateful for the opportunities I've had while working here and appreciate your support during my tenure. I will do my best to ensure a smooth handover of my responsibilities before my departure.

Thank you once again for the experience and guidance. I hope to stay in touch, and I wish the team continued success.

Sincerely,

[Your Name]