

[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].

After careful consideration, I have decided that I cannot proceed with the relocation required for my role due to unforeseen logistical challenges that have arisen. Despite my excitement about this opportunity and commitment to the company, I have found it difficult to manage the complexities involved with the move, which have ultimately led me to this decision.

I want to express my gratitude for the support and guidance I have received during my time at [Company's Name]. I have truly enjoyed working with such a talented team and appreciate the opportunities for personal and professional growth.

During my remaining time, I will do everything possible to ensure a smooth transition and to hand over my responsibilities effectively.

Thank you again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]