

[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]. The decision to leave was not easy, but due to personal circumstances, I will be relocating to [New Location] and will be unable to continue my role here.

I am grateful for the opportunities and support provided to me during my time at [Company's Name]. It has been a valuable experience, and I appreciate the chance to work with such a talented team.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

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

Sincerely,  
[Your Name]