

[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], due to my upcoming relocation.

This decision was not easy, as I have greatly enjoyed working at [Company's Name] and value the experiences I have gained while being part of the team. I am truly grateful for the support and opportunities provided to me during my time here.

I will do my best to ensure a smooth transition and assist in the handover of my responsibilities. Please let me know how I can help during this process.

Thank you once again for everything. I hope to stay in touch, and I look forward to seeing the continued success of [Company's Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]