

[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, and I am grateful for the opportunities I have had at [Company's Name]. I appreciate the support and encouragement from you and the team during my time here.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties before my departure.

Thank you once again for the valuable experiences and support. I hope to keep in touch and wish the company continued success.

Sincerely,
[Your Name]