

[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 to [New Location].

I have greatly appreciated the opportunity to work with such a talented team and have learned a lot during my time here. I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

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

Sincerely,  
[Your Name]