

[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]. This decision comes as a result of my family's relocation, which requires my immediate attention and involvement.

I have greatly valued my time at [Company's Name] and am thankful for the opportunities I've had to grow professionally and personally. I appreciate the support and guidance you and the team have provided during my tenure.

I will do my best to ensure a smooth transition before my departure and am happy to assist in training my replacement or wrapping up my current projects.

Thank you once again for everything. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,  
[Your Name]