

[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 upcoming relocation to [New Location].

I want to take this opportunity to express my gratitude for the support and opportunities I have received while working at [Company's Name]. I have genuinely enjoyed my time here and have learned a great deal.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities efficiently. Please let me know how I can assist during this transition period.

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

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]