

[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.

I want to express my gratitude for the opportunities I have had at [Company's Name]. Working with you and the team has been a rewarding experience, and I have learned and grown immensely during my time here. I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in the handover process. Thank you once again for your understanding, and I hope to stay in touch.

Sincerely,  
[Your Name]