

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you of my decision to relocate to [New Location] for professional reasons.

This move will allow me to pursue new opportunities and continue my career growth in [specific field or industry].

As of [date of relocation], I will be available for work in [New Location], and I am excited about the possibilities this change presents.

I am committed to ensuring a smooth transition and remain dedicated to my responsibilities at [Current Company Name] until my relocation date.

I would appreciate any guidance or support you could provide during this transition. Thank you for your understanding and consideration.

Sincerely,
[Your Name]