

[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 I will be relocating to [new location] due to [brief reason for relocation, if comfortable sharing]. I have thoroughly enjoyed my time at [Company's Name] and am grateful for the opportunities and support I have received during my tenure.

I will do everything I can to ensure a smooth transition and will assist in training my replacement if necessary. Please let me know how I can help during this time.

Thank you once again for the chance to be a part of [Company's Name]. I look forward to staying in touch and wish the company continued success.
Sincerely,

[Your Name]