

[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]. The reason for my resignation is my relocation to [New Location], which makes it no longer feasible for me to continue my role here.

I want to express my gratitude for the opportunities I've had at [Company's Name] and for the support from you and my colleagues. I have enjoyed my time here and learned a great deal.

I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities before my departure.

Thank you once again for everything. I hope to keep in touch, and I look forward to seeing how [Company's Name] continues to grow.

Sincerely,

[Your Name]