

[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 personal circumstances, I will be relocating to [new location]. This decision was not made lightly, as I have greatly enjoyed my time at [Company's Name] and appreciate the opportunities for professional and personal development I have received.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively before my departure.

Please let me know how I can assist during this transition.

Thank you once again for the support and guidance during my tenure with the company. I hope to stay in touch and wish everyone at [Company's Name] continued success.

Sincerely,  
[Your Name]