

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

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, as my time at [Company Name] has been incredibly rewarding and enjoyable. However, due to personal circumstances, I will be relocating to [New Location], which necessitates my departure from the company.

I would like to express my gratitude for the opportunities I have received during my time here and the support of my colleagues. I am committed to ensuring a smooth transition and am happy to assist in training my replacement or wrapping up my responsibilities.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,
[Your Name]