

Subject: Resignation Letter

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision comes as my family and I will be relocating to [New Location] in the coming weeks. While this move is an exciting opportunity for us, it does mean that I need to step away from my current role.

I want to express my sincere gratitude for the opportunities and support I have received during my time here. Working with such a talented team has been a highlight in my career, and I have learned a great deal under your leadership.

Please let me know how I can assist during this transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the invaluable experience. I hope to stay in touch and wish [Company Name] continued success in the future.

Warm regards,

[Your Name]

[Your Contact Information]