

Formal Resignation Letter with Two Weeks Notice (Relocation)

[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 as [Your Position] at [Company Name], effective two weeks from today, with my last working day being [Last Working Day, e.g., June 30, 2024].

The reason for my resignation is due to my upcoming relocation to [New Location/City/State]. This move is necessary for personal reasons, and unfortunately, it prevents me from continuing my current role with the company.

I greatly appreciate the opportunities, support, and guidance I have received during my time at [Company Name]. It has been a pleasure working alongside such a talented team, and I am grateful for the experiences that have contributed to my professional growth.

During my remaining two weeks, I am committed to assisting with the transition process in any way I can, including training my replacement or ensuring a smooth handover of my responsibilities.

Thank you again for everything. I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]