

Heartfelt Resignation Letter for Relocation Reasons

Dear [Manager's Name],

I hope this message finds you well. It is with a heavy heart that I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of this letter].

This decision has not been easy for me, and is prompted solely by my upcoming relocation to [New Location/City/State] due to personal circumstances. Throughout my time here, I have been incredibly grateful for the opportunities, support, and encouragement I have received. Working at [Company Name] has been a truly rewarding experience, and I am deeply appreciative of the trust and confidence placed in me.

I am proud of the work we have accomplished together and the relationships formed along the way. Thank you for the guidance and inspiration you and the entire team have provided. The skills and experiences I have gained here will always be invaluable to my personal and professional growth.

I am committed to ensuring a smooth transition and would be glad to assist in training my replacement, documenting processes, or supporting ongoing projects during my notice period. Please let me know how I can be most helpful in this process.

Though I am saddened to be leaving, I hope to stay in touch, and I look forward to crossing paths again in the future. Thank you again for everything.

With heartfelt gratitude,
[Your Name]