

Resignation Letter Sample Due to Job Relocation

This **resignation letter sample due to job relocation** provides a clear and professional template for employees who need to formally notify their employer of their decision to resign because they are moving to a new location. It emphasizes expressing gratitude, stating the reason for resignation plainly, and offering to assist with the transition period to maintain positive employer-employee relations. This sample helps ensure that the resignation process is respectful and smooth during job relocation circumstances.

Resignation Letter Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from date above]. This decision comes as a result of my upcoming relocation to [New Location], which unfortunately makes it impossible for me to continue in my current role.

I want to express my gratitude for the opportunities and experiences I have gained during my time at [Company Name]. I have enjoyed working with such a dedicated team and appreciate all the support and guidance provided to me.

To ensure a smooth transition, I am more than willing to assist in training a replacement or passing on my responsibilities before my departure. Please let me know how I can help during this transitional period.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]