

# Resignation Letter Template: Due to Spouse Transfer

**Instructions:** Customize the template as needed to reflect your specific details and situation.

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[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 [Last Working Day, typically two weeks from the date above]. This decision comes as a result of my spouse's job transfer to [New Location], requiring our family to relocate.

I am truly grateful for the opportunities, support, and encouragement I have received during my tenure at [Company Name]. It has been a pleasure working with you and the rest of the team, and I appreciate all the professional growth and experiences I have gained here.

I am committed to ensuring a smooth transition and will do my best to complete outstanding tasks and assist in transferring my responsibilities. Please let me know how I can help during this period.

Thank you once again for your understanding and support. I hope to keep in touch, and I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]