

## Resignation Letter with Immediate Effect Due to Relocation

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective immediately, due to my need to relocate to [relocation city/state/country]. This decision was unexpected and is brought about by circumstances beyond my control that require my immediate presence in the new location.

I would like to express my sincere gratitude for the opportunities and support I have received during my time at [Company Name]. It has been a privilege to work alongside such a dedicated and talented team, and I am truly grateful for the valuable experiences I have gained here.

I apologize for the short notice and any inconvenience my immediate departure may cause. I am committed to making this transition as smooth as possible and will do my best to hand over my responsibilities before my departure.

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

Sincerely,  
[Your Name]