

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]

Subject: Resignation Letter Due to Relocation

Dear [Recipient's Name],

This letter serves as a formal notification of my resignation **due to relocation with regret**. It is with a heavy heart that I must leave my current position, as the decision to move was driven by personal circumstances beyond my control. I am truly grateful for the opportunities and experiences gained during my tenure and regret any inconvenience my departure may cause. I remain committed to ensuring a smooth transition and will assist in any way possible throughout the notice period.

My last working day will be [Last Working Day, typically two weeks from the date above], in accordance with the company's notice period policy.

I would like to extend my sincere thanks to you and the team for the support, encouragement, and guidance provided throughout my time at [Company Name]. Working here has been both rewarding and memorable, and I will always cherish the positive experiences.

Please let me know how I can help during the transition. I am happy to train my replacement or ensure that ongoing projects are handed over smoothly.

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

Sincerely,  
[Your Name]  
[Your Position]