

Resignation Letter Sample for Personal Relocation Reasons

Please find below a professional and courteous resignation letter template for employees resigning due to personal relocation:

[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 Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, but is necessary due to personal relocation reasons.

I would like to express my sincere gratitude for the opportunities, support, and experiences I have gained during my time with [Company Name]. It has been a privilege to work with you and be part of such a dedicated team.

To ensure a smooth transition, I am happy to assist in training a replacement or handing over my responsibilities over the next few weeks. Please let me know how I can help during this period.

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

Sincerely,
[Your Name]

This resignation letter template allows you to clearly state your reason for leaving, show appreciation for your employer, and offer your help during the transition. It helps maintain positive relationships and ensures a professional exit as you relocate to a new area.