

Short Resignation Letter for Relocation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 at [Company Name], effective [Last Working Day, e.g., two weeks from today], as I will be relocating to a new city.

I want to thank you for the opportunities and support I have received during my time here. I have enjoyed working with the team and am grateful for the experience.

Please let me know how I can assist during the transition. I wish the company continued success.

Sincerely,

[Your Name]