

Resignation Letter for Personal Reasons and 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 [Last Working Day, typically two weeks from the date above]. This decision has not been easy and is based on personal reasons and my upcoming relocation.

I would like to express my sincere gratitude for the opportunities and experiences I have gained during my time at [Company Name]. Working with such a supportive team and leadership has been a privilege, and I deeply appreciate the guidance and encouragement provided throughout my tenure.

I am committed to ensuring a smooth transition of my responsibilities before my departure. Please let me know how I can assist during this period to facilitate the change.

Thank you again for the chance to be a part of [Company Name]. I look forward to staying in touch, and I wish the company continued success in the future.

Sincerely,
[Your Name]