

Resignation Letter Sample for International Relocation

This **resignation letter sample for international relocation** provides a clear and professional template for employees who need to formally notify their employer about their decision to resign due to moving abroad. It emphasizes expressing gratitude, stating the reason for resignation concisely, and offering assistance during the transition period to maintain positive relationships and ensure a smooth handover. This sample helps individuals communicate their intent respectfully and effectively in a global work environment.

Sample Resignation Letter

[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 Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. The reason for my resignation is due to my upcoming international relocation.

I want to express my sincere gratitude for the opportunities and support I have received during my tenure at [Company Name]. Working with you and the team has been a truly rewarding experience, and I deeply appreciate the knowledge and skills I have gained here.

I am committed to ensuring a smooth transition and would be happy to help train my replacement or assist in any way during my notice period. Please let me know how I can best support you and the team during this time.

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

Sincerely,
[Your Name]