

Resignation Letter Template for Spouse Job Transfer

This **resignation letter template for spouse job transfer** provides a professional and considerate way to notify your employer about your decision to resign due to your spouse's relocation for work. It helps you clearly communicate your intentions, express gratitude for the opportunities provided, and ensure a smooth transition while maintaining a positive relationship with your current employer. This template is ideal for individuals seeking a structured and respectful approach to resignation prompted by family job transfers.

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 at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not been easy, but is necessary due to my spouse's recent job transfer and our impending relocation.

I want to express my sincere gratitude for the opportunities, guidance, and support you and the team have provided me during my tenure at [Company Name]. It has been a pleasure working here, and I have greatly enjoyed being part of such a dedicated and talented group.

I am committed to ensuring a smooth transition and will do my utmost to finish outstanding work and assist in transferring my responsibilities before my departure. Please let me know how I can be of assistance during this period.

Thank you again for your understanding and support. I hope to maintain a positive connection and wish continued success to the company and my colleagues.

Sincerely,
[Your Name]