

Simple Resignation Letter for Family Relocation Reasons

Date: [Your Last Working Day, e.g., June 30, 2024]

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, e.g., June 30, 2024].

The reason for my resignation is due to my family's relocation to a new area, which makes it necessary for me to step down from my role. This decision was not made lightly, as I have truly enjoyed working with you and the team at [Company Name].

I am grateful for the opportunities and support I have received during my time here. I will do my best to ensure a smooth transition over the coming weeks.

Thank you for your understanding. I hope to stay in touch going forward.

Sincerely,

[Your Name]