

Formal Resignation Letter Due to Relocation (with Notice Period)

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient'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 or as per your contract]. This decision comes after careful consideration and is due to my upcoming relocation to [New Location].

In accordance with my employment contract, I am providing [number of weeks, e.g., two weeks] notice to ensure a seamless transition. During this period, I am committed to fulfilling my duties and assisting in the handover process as needed to minimize any inconvenience to the team.

I would like to express my gratitude for the opportunities, support, and experiences I have received during my tenure at [Company Name]. Working here has been a valuable part of my career, and I appreciate the encouragement and guidance from both you and my colleagues.

Please let me know how I can help during this transition. I hope to leave my position in a manner that upholds the standards of the company and supports continued team success.

Thank you once again and I look forward to staying in touch.

Sincerely,
[Your Name]