

## Formal Resignation Letter Template (Moving to Another City)

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

[Recipient Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]

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 date above].

My decision to resign is a result of my upcoming relocation to [New City] for personal reasons. This move will make it impossible for me to continue my current role.

I want to express my sincere gratitude for the opportunities and support I have received during my time at [Company Name]. It has been a privilege to work with such a talented and dedicated team, and I have greatly valued the chance to contribute to the company's success.

I am committed to making the transition as smooth as possible and am happy to assist in the handover process or train my replacement during my remaining time.

Thank you again for the invaluable experiences and support. I hope to stay in touch and wish [Company Name] continued growth and success in the future.

Sincerely,  
[Your Name]