

[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 this letter with genuine regret to formally announce my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above], due to my upcoming relocation.

This decision was not made lightly, and it is only because of unavoidable personal circumstances requiring me to move to a new location that I must step down from my role. I sincerely apologize for any inconvenience my departure may cause.

I want to express my heartfelt gratitude for the opportunities, support, and invaluable experiences I have gained during my time with [Company Name]. Working alongside such a talented and dedicated team has not only fostered my professional growth but has also been a truly rewarding and memorable experience.

I am committed to ensuring a smooth transition in the coming weeks. Please let me know how I can assist in transferring my responsibilities or training my successor during this period.

Thank you once again for your understanding and for the wonderful opportunities I have received at [Company Name]. I hope to stay in touch and wish the organization continued success in all its future endeavors.

Sincerely,
[Your Name]