

Sample Formal Resignation Letter Due to Relocation

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

[Recipient's Name]
[Recipient's Title]
[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].

This decision comes as a result of my upcoming relocation to [New City/Location], which makes it impossible for me to continue in my current role. It was a difficult decision, as I have greatly enjoyed working with you and the entire team.

I want to express my sincere gratitude for the valuable experiences and opportunities I have gained during my tenure at [Company Name]. Working here has contributed significantly to my professional and personal development.

I am committed to ensuring a smooth transition and am happy to assist with the training of my replacement or any other tasks during my notice period.

Thank you once again for your understanding and support. I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]