

Professional Resignation Letter for Family Relocation

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company Name]

[Company Address]

[City, State ZIP Code]

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 the date above]. This decision comes as a result of my family's need to relocate to [New Location], and after thoughtful consideration, I feel it is in the best interest of my family at this time.

I would like to express my sincere gratitude for the opportunities and support I have received during my tenure at [Company Name]. I have valued being a part of a dedicated and talented team, and I appreciate the chance to grow both personally and professionally in this role.

To ensure a smooth transition, I am committed to assisting with the handover of my responsibilities, training my replacement, and providing any additional support needed during this period.

Thank you again for your understanding and support. I look forward to staying in touch and hope to cross paths again in the future.

Sincerely,

[Your Name]