

Resignation Letter Template: Due to Relocation

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

[Recipient Name]
[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 today].

The reason for my resignation is that I will be relocating to [New Location/City/State] due to [briefly state reason if appropriate, e.g., family reasons, spouse's job transfer, personal circumstances].

I want to express my sincere gratitude for the opportunities and support I have received during my time at [Company Name]. I have enjoyed working with an excellent team and have learned a great deal that I will carry forward in my career.

I am committed to making this transition as smooth as possible. Please let me know how I can assist with transferring my responsibilities or training a replacement during my remaining time.

Thank you again for the positive experience and support. I wish the team and [Company Name] continued success in the future.

Sincerely,
[Your Name]