

## Two Weeks Notice Resignation Letter for Moving

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

[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State ZIP Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from my position at [Company Name], effective two weeks from today, on [Last Working Day]. My decision to leave is due to my upcoming relocation to [New City/State/Location].

I want to express my sincere gratitude for the opportunities and experiences I have had during my time at [Company Name]. Working alongside such a dedicated team and under your leadership has contributed greatly to my professional growth.

I am committed to ensuring a smooth transition and will do everything possible during my notice period to support the handover of my responsibilities. Please let me know how I can help during this time.

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

Sincerely,  
[Your Name]