

Simple Resignation Letter for Relocating Abroad

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

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

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes as I will be relocating abroad for personal reasons. I have greatly valued my time at [Company Name] and appreciate the opportunities and support provided to me during my employment.

I am committed to making this transition as smooth as possible. Please let me know how I can assist during my notice period.

Thank you again for everything. I wish the company continued success in the future.

Sincerely,
[Your Name]