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| **Resignation Letter** | [Email] |
| [Company Name] | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Letter of Resignation Letter

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter], due to my upcoming relocation to [New Location]. This decision has not been easy for me, as I have truly enjoyed my time working with the [Company Name] team.

Over the past [Duration of Employment], I have had the privilege of working with an exceptional group of colleagues and contributing to the success of [Company Name]. I have learned a great deal during my time here and am grateful for the opportunities for personal and professional growth that this organization has provided me.

My relocation is a result of [briefly explain the reason for your relocation, such as a job transfer, family reasons, etc.]. While I am excited about this new chapter in my life, I will miss the [New Location] daily interactions and challenges that come with my role at [Company Name]

I am committed to ensuring a smooth transition during my notice period. I am more than willing to assist in training my successor and completing any pending projects or tasks. Please let me know how I can be of assistance to make this transition as seamless as possible.

I would like to take this opportunity to thank you and the entire team at [Company Name] for your support, guidance, and camaraderie during my time here. I will cherish the memories and experiences I've gained while working with you all.

Please find my contact information below, and I would appreciate it if you could keep me updated on any matters that may require my attention after my departure.

[Your Phone Number]

[Your Personal Email Address]

Once again, I express my gratitude for the opportunities I've had at [Company Name], and I wish the company continued success in the future. I look forward to staying in touch and possibly crossing paths again in the future.

Thank you for your understanding, and please consider this letter as my formal notice of resignation. I am available for discussions if needed to ensure a smooth transition.

Sincerely,

[Your Name]