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| |  | | --- | | **Resignation Letter**  [Company Name] |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Letter of Resignation  Dear [Recipient's Name],  I am writing this letter to formally announce my resignation from my position as [Your Position] at [Company Name], effective  [Last Working Day, typically two weeks from the current date]. This decision comes as a result of a significant life change, as my family and I will be relocating to [New Location] due to [Explain Reason for Relocation, such as family needs, spouse's job, etc.].  I have thoroughly enjoyed my time at [Company Name], and I am grateful for the opportunities and experiences that I have gained here. The support and camaraderie from my colleagues have been instrumental in shaping my professional growth, and I am thankful for the chance to contribute to the success of our team.  In preparation for my departure, I am committed to ensuring a smooth transition. I am more than willing to assist in finding a suitable replacement for my role and to provide any necessary training or guidance during this period. Please let me know how I can best aid in this process.  I will forever cherish the relationships I have built during my tenure at [Company Name]. While I am sad to leave, I am excited about the new chapter that awaits me in [New Location]. I am confident that the skills and insights I have gained at [Company Name] will serve me well in my future endeavors.  I would like to extend my gratitude to you, [Recipient's Name], and the entire management team for your guidance and support throughout my time here. Please accept my sincere appreciation for the opportunities that I have been given.  Before my departure, I am open to discussing any pending projects or responsibilities that require my attention. I want to ensure a seamless transition for both the company and my colleagues.  Thank you once again for everything. I hope our paths will cross again in the future. Please feel free to stay in touch with me at [Your Email Address] or [Your Phone Number].  Sincerely,  [Your Signature] | |