Subject: Resignation – Your Name

Dear Mr. /Ms. Last Name:

I draft and direct this letter to your team, human resource management, and employees to notify them of my imminent departure from your firm.

The reason for my resignation and departure from your firm is because I shall get married and thereafter relocate to the city where my husband-to-be already works and stays in.

My resignation shall take effect officially within three weeks from now. Between now and then, I shall be open for any consultations or secrets you would want me to give to you, owing to that I have worked with you for far too long now.

I also understand that my departure shall inflict some inconveniences on your team and firm at large. To help with minimizing the side effects of my departure, I offer to help with the transition, more so, in acquainting the new employee with getting started.

I cannot rule out the possibility of returning to your firm later. If the circumstance calls for my return, I plead that you embrace me and welcome me back to the fold with open arms.

Thank you yet again for understanding my plight. Do not hesitate to get back to me in case you have any questions and concerns that you would want me to address.

Best regards,

Your Name