**RESIGNATION LETTER DUE TO TRAVELING ABROAD**

Address  
City, State Zip Code

Dear Mr./Ms. Last Name:

The purpose of this resignation letter is to inform you that I will be leaving my position with ABC Company, effective two weeks from now on October 1. I will be relocating to the New York City metropolitan area in the near future.

I have appreciated both being part of the ABC team and the opportunities that have been provided to me during the last several years. It has been a pleasure to work within the supportive, stimulating environment of our department, and I will truly miss the friends that I have made here.

Please let me know if I can be of assistance during the transition. You can reach me at the above address if you have any questions or need any further information.

Sincerely,

Your Signature **(hard copy letter)**