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| |  | | --- | |  | | **Resignation Letter** | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Resignation Letter | |  | | Dear [Recipient's Name], | | I hope this letter finds you well. It is with mixed emotions that I am writing to formally announce my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter]. The reason for my resignation is that I will be relocating to  [New Location]due to personal circumstances that necessitate this move.  I am truly grateful for the opportunity I've had to be a part of the [Company Name] team. During my time here, I have had the privilege to work with incredibly talented colleagues and contribute to meaningful projects. The experiences and skills I've gained at [Company Name] have been invaluable to my professional growth, and I am thankful for the support and guidance I've received from you and the entire team.  I understand that my decision to relocate will require adjustments within the team, and I am committed to ensuring a smooth transition. Over the next two weeks, I am more than willing to assist in any way possible, whether it's training a replacement, completing ongoing projects, or providing insights to ensure a seamless handover. I am confident that the team will continue to thrive and achieve great success even in my absence.  Please let me know how I can best facilitate the transition process and assist in finding a suitable replacement for my role. I want to make sure that my departure causes minimal disruption to the team's operations and projects. | | Once again, I want to express my heartfelt gratitude for the opportunities and experiences I've had at [Company Name]. The friendships and professional connections I've made here will always hold a special place in my heart. I look forward to staying in touch and following the continued success of [Company Name].  Please feel free to reach out to me via email at [Your Email Address] or by phone at [Your Phone Number] if there are any further details or arrangements to discuss.  Thank you once again for your understanding and support during this transitional period. | | Sincerely,  [Your Signature]  [Your Full Name] | |