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| |  | | --- | |  | | **Resignation Letter**  [Company Name] | |  | | **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 a mixture of both excitement and sadness 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].  Relocating to a new city presents a unique opportunity for personal growth and professional exploration. After careful consideration and numerous discussions with my family, I have made the decision to relocate to [New City] due to [Briefly explain the reason for relocation, such as family commitments, spouse's job, pursuing higher education, etc.].  I would like to express my sincere gratitude to you and the entire team at [Company Name] for the incredible support, mentorship, and camaraderie I have experienced during my time here. The knowledge and skills I have gained while working with this exceptional team will undoubtedly shape my future endeavors. I am truly appreciative of the opportunities I have had to contribute to the company's growth and success.  Over the next two weeks, I am committed to ensuring a smooth transition of my responsibilities. I am more than willing to assist in the training of my colleagues or any other tasks necessary to ensure minimal disruption to ongoing projects. Please let me know how I can be of assistance during this transition period.  I would also like to take this opportunity to express my interest in maintaining professional relationships and staying connected with the remarkable individuals I have had the privilege to work alongside. My LinkedIn profile ([LinkedIn Profile URL]) will remain active, and I would be delighted to keep in touch and potentially collaborate in the future.  Once again, I would like to extend my heartfelt appreciation for the support and encouragement I have received during my tenure at [Company Name]. I am genuinely grateful for the friendships and experiences I have gained here.  Thank you for your understanding and consideration of my situation. Please feel free to reach out to me at [Email] or [Your Phone Number] if you require any further information or assistance.  Wishing [Company Name] continued success and growth in the years to come.  Sincerely,  [Your Name] | |