

Moving to different city or country

Subject: Resignation Due to Relocation - [Your Name]

Dear [Manager's Name],

I am writing to formally notify you of my resignation from my position as [Job Title] with [Company Name]. Due to personal circumstances requiring my relocation to [City/State/Country], my last day of employment will be [Date].

This was an extremely difficult decision as I have truly valued my time with the company and the relationships I've built with my colleagues. The experience and professional growth I've gained here have been invaluable.

I am committed to ensuring a smooth transition over the next two weeks. I will work closely with you to document my current projects and assist in finding and training my replacement.

I sincerely appreciate your understanding during this transition and hope to maintain the positive relationships I've built here.

Best regards,

[Your Name]

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