

# Professional resignation for family relocation

Subject: Resignation Notice - Relocation

Dear [Manager Name],

I am writing to inform you of my resignation from my position as a bus driver, effective [Date]. My family and I will be relocating to [City, State] due to [spouse's job transfer/family circumstances], making it impossible for me to continue in my current role.

I will provide four weeks' notice to allow adequate time for finding and training my replacement. During this period, I am fully committed to maintaining my regular schedule and ensuring all students continue to receive reliable transportation service.

Working as a bus driver for [Company/District Name] has been a tremendously positive experience. I have developed meaningful relationships with the students on my routes and have great respect for the professionalism and dedication of my colleagues.

I would be happy to assist in training my replacement and will ensure that all route information, student notes, and safety procedures are thoroughly documented and transferred. I will also return all company property in excellent condition.

If there are any former colleagues in the [destination city] area who might provide references for similar positions, I would be grateful for those connections.

Thank you for the opportunity to serve this community. I wish the district continued success.

Respectfully,

[Your Name]

[Current Address]

[New Address - if available]

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