

# Resignation Letter Due To Relocation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Job Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you in good health and high spirits. It is with mixed emotions that I am writing to submit my formal resignation from my position as [Your Job Title] at [Company/Organization Name]. I have thoroughly enjoyed my time working with this exceptional team and contributing to the success of the organization.

The reason behind my decision to resign is due to a recent change in my personal circumstances. As you may be aware, my family and I are relocating to a different city [or state/country] in order to address various family needs and to explore new opportunities. This relocation is a significant step for us, and while I am excited about the possibilities that lie ahead, I am also saddened to leave behind such a remarkable team and work environment.

I have immensely valued my time here at [Company/Organization Name], and I am grateful for the support, camaraderie, and mentorship that I have received from my colleagues and superiors. The experiences and skills I have gained during my tenure have been invaluable and will undoubtedly aid me in my future endeavors.

I am committed to ensuring a smooth transition during my notice period, which I am willing to discuss based on the needs of the company. I am more than willing to assist in training my successor, documenting my current projects, and handing over any responsibilities to ensure a seamless transfer of my duties.

Please consider this letter as my [notice period], as per the requirements mentioned in my employment contract. I will do my best to wrap up my ongoing tasks and ensure that everything is in order before my departure.

I would like to extend my heartfelt gratitude to the entire team at [Company/Organization Name] for the continuous support, guidance, and memorable experiences throughout my time here. I will always cherish the relationships and memories I have made with my colleagues.

If there are any formalities or paperwork required during this transition process, kindly let me know so that I can complete them promptly.

Thank you again for everything. It has been an absolute pleasure to be a part of [Company/Organization Name], and I wish the organization continued growth and prosperity in the years to come.

Please feel free to reach out to me at [Your Email Address] or [Your Phone Number] if there is anything I can assist with during this transition period or beyond.

Warmest regards,

[Your Name]