

Formal Relocation Resignation Letter

Subject: Formal Resignation Notification

Dear [Manager's Name],

Please accept this letter as formal notice of my resignation from my position at [Company Name], effective [Last Working Date]. My upcoming relocation to [New Location] necessitates this decision. I am grateful for the professional growth and opportunities I have experienced and am dedicated to ensuring a smooth handover of my duties.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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