

Relocation Resignation Letter Template

Subject: Resignation Due to Relocation - [Your Name]

Dear [Manager's Name],

I am writing to inform you that I will be resigning from my position as [Job Title] at [Facility Name] due to my family's relocation to [City, State]. My last day of employment will be [Date].

My spouse has accepted a position that requires us to move by [Date], making it impossible for me to continue in my current role. This was an unexpected opportunity that we cannot pass up, though leaving this exceptional team is bittersweet.

I am committed to ensuring a comprehensive handover of my patients and responsibilities. I will prepare detailed notes on all ongoing cases and am available to train my replacement or provide guidance to colleagues taking over my duties.

Working at [Facility Name] has been one of the most rewarding experiences of my nursing career. The collaborative environment and commitment to patient excellence here have shaped me both professionally and personally.

I hope to maintain the relationships I've built here and would welcome the opportunity to return in the future should circumstances allow. Please keep me updated on any openings that might arise in [New Location Area].

With warm regards,

[Your Full Name]

[New Address/Contact Information]

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