

# Relocation Resignation Letter

Dear

I am writing this resignation letter to make into your notice that I am resigning from my role as  
effective on

I will be relocating to , . This was not an easy decision on my part  
as my time with gave me invaluable learnings and opportunities, not to mention  
friends and colleagues that I already treat as family.

Thank you for all the support and mentoring you have given as I have learned the keen details about my job and my  
position to work efficiently. While I am excited on discovering my future endeavors, I will definitely miss working with  
you and the rest of the team. I will carry the experience that I have gained here to my next career and beyond.

Before finally leaving, I would be glad to help with the transition and I my remaining tasks and duties. Please let me  
know what would be needed and I will gladly assist. Further, if there are questions that might be left unclear, you may  
get in touch with me through the email address at or contact me over on my number at

Sincerely,

**For the Sender**

Name:

Date: