

Notice of Resignation Letter Form Sample Due to Relocation

A **notice of resignation letter** form sample due to relocation provides a clear and professional template for employees to formally inform their employer about their decision to resign. This document ensures that the resignation process is respectful and well-documented, facilitating a smooth transition. It typically includes the reason for leaving, the resignation date, and a brief expression of gratitude.

Sample Resignation Letter Due to Relocation

Date:

Employer Name:

Company Name:

Company Address:

Greeting:

Body:

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. My decision to resign is due to my upcoming relocation to [New Location].

I am grateful for the opportunities and experiences I have had with [Company Name], and I appreciate your support during my time here. I am committed to assisting in the transition process and ensuring a smooth handover of my responsibilities.



Your Name (Signature):