

Resignation Letter Example - Relocation

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

The purpose of this resignation letter is to inform you that I will be leaving my position with AlphaCorp effective September 30th. I will be relocating to the Sacramento area in the near future.

I have appreciated both being part of the AlphaCorp team and the opportunities that have been provided to me during the last several years.

Please let me know if I can be of assistance during the transition. You can reach me at the above address if you have any questions or need any further information.

Sincerely,

Your Signature (For printed letters)

Your Typed Name