

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Date

Name

Title

Organization

Address

City, State, Zip Code

This is to inform you that I Xyz, an employee of your organization wants to resign from the position of [Job Title]. Please accept this email as my resignation from effective two weeks from today. My last day at [Company Name] will be [date].

It is with regret that my family will be relocating out of state, for personal reasons. I have enjoyed my position here tremendously, and am sad to be leaving such a wonderful work environment.

Please let me know if there is any way I can assist you during my remaining time here. Thank you for your understanding.

The journey has been magnificent in your organization.

Best regards,

Your name

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