



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,

Signature



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