

Job Resignation Letter For Relocation

Jane Doe
123 Maple Street
Anytown, CA 90210
janedoe@email.com
555-123-4567
June 13, 2024

John Smith
Manager
XYZ Corporation
456 Oak Avenue
Anytown, CA 90210

Dear Mr. Smith,

I am writing to formally resign from my position at XYZ Corporation, effective June 27, 2024. This decision comes after careful consideration, as I will be relocating to Boston, MA, to pursue new opportunities.

Working at XYZ Corporation has been highly rewarding, and I am grateful for the opportunities I've had to grow both professionally and personally. I have thoroughly enjoyed working with you and the team, and I am thankful for the support and experiences that have been provided to me during my time here.

During my remaining two weeks, I am committed to ensuring a smooth transition. I will complete all outstanding work and assist in handing over my responsibilities to ensure continuity. Please let me know if there are specific ways I can help during this transition.

Thank you once again for the opportunity to be a part of XYZ Corporation. I look forward to staying in touch, and I hope our paths cross again in the future.

Warm regards,

[Your Signature (if sending a hard copy)]

Jane Doe