

June 10, 2024

[Recipient Name]
[Company Name]
[Company Address Line 1]
[City, State ZIP]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective two weeks from today, on June 24, 2024.

This decision comes as a result of my need to relocate to another city for personal reasons. I have enjoyed working with the team and am grateful for the opportunities and support provided during my tenure.

Please let me know how I can help during the transition period. I wish the company continued success.

Sincerely,

[Your Name]