

To:

CC:

BCC:

From:

Subject line: Notice of Resignation –

Dear _____ ,

Please accept this letter as my resignation from _____ , from the position of _____ . The letter is effective two weeks from today, with my final day of work on _____ .

I appreciate the time I have spent at _____ , but I unfortunately have to relocate to _____ due to _____ . I am grateful to have had the opportunity of working with our team and I hope we will have the chance to collaborate again in the future.

I will do all I can to complete any current work in progress in these two weeks. Also, I'm glad to assist in the transition to a replacement however I can. If you require any assistance in finding and training a new employee, don't hesitate to let me know until _____ .

Thank you for understanding.

Regards,