**Resignation Letter Due to Relocation:**

(insert your name)

(insert your address)

(insert date of when letter was written)

(insert employer´s full name)

(insert company address)

Dear Mr/Mrs/Miss/Ms/Dr (employer name),

I am writing this resignation letter to inform you that I will be resigning from my position as (enter job position) at (enter company name). My last day of work will be (enter date), (insert time period) from today.

The reason for leaving is due to (enter reason) being relocated to (enter destination). Although I will leave this position with regret, I am excited to embark on a new part of my life.

I have thoroughly enjoyed being a part of your team at (company name) and will miss all my colleagues. I thank you for the great opportunity to be able to work at this company and experience everything I have over the past few (weeks/months/years). (giving examples is optional).

I want to wish you and the rest of the team continued success and for it to be formally acknowledged that I am not resigning from my position due to dissatisfaction but simply relocation factors. I will be more than happy to liaise with whoever will be in charge of taking over my responsibilities.

Yours sincerely,

(hand signed for printed letter)

(insert name)

(insert contact details)