

RELOCATION RESIGNATION LETTER

[Date]

[Recipient Name]

[Recipient Address]

[Email Address]

[Date]

Dear [Recipient's Name],

I am writing to inform you of my intention to resign from my position as [Your Position] at [Company Name]. Due to personal circumstances, I will be relocating to [Location] on [Date].

I am truly grateful for the opportunities and experiences I gained during my time at [Company Name]. The support of my colleagues and the valuable guidance of the management team have contributed significantly to my professional growth. I would like to express my appreciation for the supportive and collaborative work environment that [Company Name] offers.

To ensure a smooth transition, I am more than willing to assist in the training or knowledge transfer for the next person who will take on my responsibilities. I want to ensure that the transition process is seamless and the team can continue to thrive.

It has been a pleasure working with you and the entire team at [Company Name]. I am confident that the company will continue to thrive and achieve great success. Please feel free to reach out to me at [Email Address] or [Phone Number] if there is anything I can do to assist during this transition period.

Thank you once again for everything.

Sincerely,

R. Beaudry