[Today's Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I trust this letter finds you well. Due to personal reasons that necessitate my relocation to **[New City/Country],** I am regrettably resigning from my position as **[Your Job Title]** at **[Company Name].**

I am incredibly grateful for the opportunities and experiences I have had with **[Company Name].** My time here has been enriching both professionally and personally. My last day of work will be **[Last Working Day, typically two weeks from the date of the letter, e.g., August 19, 2023].**

I am committed to ensuring a smooth transition and will be happy to assist in any way during this period.

Thank you for your understanding.

Sincerely,

[Your Name]