To,

[Name of Recipient]

[Designation of Recipient]

[Company Name]

Date:

**Subject: Resignation Letter due to Relocation**

Dear Mr. / Mrs. [name of the Recipient],

I am writing this letter so as to inform you about resigning from my job as [mention Job Position] at [Company Name] that will be effective from [mention Date]. The main reason for my resignation is that I will be relocating along with my family, to Los Angeles within a month.

I am truly honored and grateful to you for providing me the opportunities to work during the last four years. This employment experience helped me a lot in learning new skills and maintaining professionalism. The kind of support that I got from superiors as well as coworkers was truly amazing and I will miss both the my job and my friends that I have made here.

However, during this transition, if I could be of any help, please make sure to contact me and let me know about that.

Best Regards,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]