

Resignation Letter due to Relocation of Spouse

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September 1, 2018

Tiffany Lee
Director, Human Resources
Acme Sales
123 Business Rd.
Business City, NY 54321

Dear Ms. Lee,

It is with a great deal of sorrow that I am notifying you that my employment with Acme Sales must end at the end of the month. My official last day of employment will be September 15, 2018.

The reason for my resignation is that my spouse has received a job offer that advances her career significantly and provides a wonderful opportunity for our family. Therefore, although I feel like a member of the Acme Sales family, I will need to leave your employ.

I have not only enjoyed working at Acme Sales but I am indebted to all of the people that trained me throughout the years and helped to advance my career from junior sales associate to sales manager. I will miss my customers, and especially my coworkers who have become more than colleagues, but close friends.

I am anxious to help with the smooth transition of my job and I want you to know that I am available to help train the person who will be taking over my position. Please let me know if there is anything else that I can do to help ease the transfer of my work projects—both current and future—or to help the team during the next two weeks,

I will be available to meet with the HR department to fill out any necessary paperwork and undergo my exit interview.

While I will not be on-sight after the end of the month, please feel free to call, email, or text me if you have any questions as I would be more than happy to assist you. I have provided all my contact information below.

Again, I am sorry to leave you, and the team, but I wish you all the best and promise that I'll stay in touch.

Warm regards,

Alejandro Rodriguez