

Resignation Letter due to Relocation

Frank P. Louis
123 Broadway Street
Suite 1
Columbus, OH 43266
Tel: (555)555-5555

To:
Adam J. Lingley
Manager, HR
ABC Company
123 Main Street
Suite B
Columbus, OH 43266

May 1, 2014

Dear Mr. Lingley,

I am just writing this letter to formally notify you of my upcoming resignation from my position at **ABC Company**. This is happening due to my relocation to Massachusetts, which is currently in progress. My last day to come into the office will be **May 15, 2014**, so please accept this letter as my official two weeks' notice of resignation. I regret that I must leave **ABC Company** as I am grateful for the great opportunities I received during my years there.

I am more than willing to put forth all efforts to select and train a replacement, if that is needed. I will also be spending the next two weeks finishing my current projects and transferring responsibilities to the appropriate team members where needed. If any further discussion on these points is needed, please do not hesitate to contact me at **(555)555-5555** or at **[email]** I await your response.

I look forward to the future but will miss **ABC Company** and my coworkers. I have gained much valuable experience that I will take with me into all future career endeavors. I wish you and **ABC Company** every success and hope that our paths may cross again someday. Thank you for your consideration in this situation.

Yours sincerely,

Frank Louis

Frank P. Louis

Marketing Department
ABC Company