

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name]
[Company Name]
[Company Address]

Dear [Manager's Name],

Please accept this letter as formal notification that I will be relocating to [City, State] on [Date]. The primary reason for this move is to be closer to my family and relatives.

Because of this relocation, I am writing to [request a transfer to the local branch / request to transition to a remote work arrangement / resign from my position] as [Your Job Title]. My final day of work in the office will be [Date].

I am committed to ensuring a smooth transition during this period. I am happy to assist in training a replacement and completing my current projects before my departure.

Thank you for the opportunities I have had while working at [Company Name]. I have truly enjoyed being part of the team and appreciate your understanding regarding my personal decision to move closer to my family.

Sincerely,

[Your Signature]

[Your Printed Name]