Resignation letter format when relocating to another city

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

[Date]

To,
[Manager's Name]
[Designation]
[Company Name], [Office Location]

Subject: Resignation due to relocation

Dear [Manager's Name],

My family is relocating to [New City] on or around [Move Date], and I will not be able to continue in my role as [Your Designation] at the [Office Location] office after that.

Before submitting this resignation I wanted to ask whether there is any scope for my role to be done remotely, or for a transfer to a team in [New City], if one exists. If neither is possible, please treat this letter as my formal resignation. I understand my notice terms to be [as per your appointment letter] and propose [Last Working Day] as my last day.

During this period I will complete my pending work, write down the processes I handle, and train a teammate to take over.

I am grateful for the support I have received from you and the team and would be happy to answer any queries about my work after I leave.

Yours sincerely,

[Your Name]
[Employee ID]