Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

It has been an absolute pleasure for me to work for (name of the company) for (number of years). I joined this company when I was an amateur but working with such a great team has immensely helped me in improving my skills and boosting my confidence. Unfortunately, this is where we part ways. Due to some personal commitments, I have to relocate.

Despite my attempt to find a good living space in the near neighborhood, sadly I regret to inform you that I was unsuccessful. It would be a daunting task for me to travel daily from (name of the area) to (name of the place) and this would have a drastic effect on my overall work performance. Hence, I have decided to resign from my position of pharmacist at (name of the company). Please consider this letter to be the official 4-week notice of resignation according to the company policy. I expect the reference letter to be the reflection of my performance in (name of the company). This would assist me in finding a new job (name of the area).

I am taking a lot of experience and some good memories with me. I feel truly blessed to be given such an opportunity to polish my talent and work under the supervision of such good mentors. I wish the very best of luck to all the staff.

Sincerely,

Your Name