**To**

**[The Recipient Name]  
[Company/Business/Office Name]**

**Subject: Resignation Letter**

Dear Madam/Sir,

I hope this letter finds you well. I am writing to inform you that I am leaving this job on [mention the date] two weeks from now. As discussed earlier with you, I am shifting back to my hometown which makes it difficult to commute for this job. However, I found another opportunity just near my house. Although the nature of the job there is different and it looks like it is a fresh start to my career, we still have to make some difficult decisions to accommodate ourselves with life.

I firmly believe that this fresh start will be very fruitful for my career as I am a very dedicated person and put a lot of hard work into my responsibilities and tasks. I cannot overlook the time I spent here in this organization. Your organization taught me a lot about the practical mechanisms of work life. Moreover, I spent some great moments here in this company by making new and very good friends who guided me on each step and always supported me.

I understand that my resignation might cause some inconvenience as new recruitment is a time-taking process. I assure you that I can do everything in my power to make this transition smooth and free from disruption. I have a nominee for my replacement whose profile I have attached to this letter. I will do everything in these two weeks to hand over my responsibilities and train the new recruitment in the best possible way.

I will be very thankful to you for understanding. Please direct the concerned authorities to provide me with the details of what I need to do before my resignation comes into effect. Thank you.

Truly,

[Name]  
[Signature]