

Resignation letter due to marriage

Three sample letters. Keep the one that fits, replace the text in [brackets], and match the notice period in your appointment letter.

SAMPLE 1

Subject: Resignation from the post of [Designation]

Dear [Manager's name],

I am writing to formally resign from my position as [Designation] at [Company name]. Following my upcoming marriage, I will be moving to [New city], and I will not be able to continue in my current role.

In accordance with my notice period, my last working day will be [Last working day]. Over the coming weeks, I will complete my pending assignments, prepare handover documents and brief the colleague who will take over my work. I am also happy to support any recruitment or onboarding steps for my replacement.

I would like to thank you for your guidance and for the opportunities I have had at [Company name]. I have learnt a great deal here, and I am thankful to the entire team for their cooperation.

Kindly initiate my full and final settlement and arrange for my relieving and experience letters to be issued on my last working day.

With sincere thanks,

[Your name]

[Designation]

SAMPLE 2

Subject: Resignation - [Your name]

Dear [Manager's name],

I would like to share that I am getting married soon and will be relocating afterwards, so I am resigning from my role as [Designation]. As per my notice period, my last working day will be [Last working day].

I will make sure my work is completed or handed over properly before I leave, and I will keep the team updated on the status of each item. Please tell me who should take over my accounts.

Thank you for your support and understanding during my time here. It has been a pleasure to work with you, and I hope we can stay in touch.

I have added HR in copy to begin the exit formalities.

Warm regards,

[Your name]

[Designation]

SAMPLE 3

Subject: Request for transfer, or resignation if not possible

Dear [Manager's name],

As you know, I am getting married on [Wedding date] and will be moving to [New city] afterwards. I have enjoyed my work as [Designation] at [Company name] and would like to continue with the company if possible.

I request you to consider a transfer to our [New city] office or a remote working arrangement for my role. I am confident I can maintain the same level of work, and I am open to visiting the office here whenever needed.

If neither option is feasible, please treat this letter as my resignation, with my last working day as [Last working day] in line with my notice period. In that case, I will complete a full handover and support the team through the transition.

I would be grateful for your guidance on how to proceed. Thank you for your support.

Regards,

[Your name]

[Designation]