

Resignation letter due to relocation to another city

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 due to relocation

Dear [Manager's name],

I am writing to inform you of my decision to resign from my position as [Designation] at [Company name]. Due to family circumstances, I will be relocating to [New city] and will not be able to continue working from this location.

In line with the notice period in my appointment letter, my last working day will be [Last working day]. I will use this period to complete my ongoing assignments, update the documentation for my projects and hand over my responsibilities to the colleague you identify. If it helps, I can also prepare a short list of open items and contacts for the team.

I have valued my time at [Company name]. The support from you and the team has helped me grow both professionally and personally, and I will remember it.

I request you to guide me through the exit process, including the full and final settlement and the issue of my relieving and experience letters.

Thank you for your understanding.

Yours sincerely,

[Your name]

[Designation]

SAMPLE 2

Subject: Resignation - relocating to [New city]

Dear [Manager's name],

I wanted to let you know that I am resigning from my role as [Designation] because I am moving to [New city]. My last working day will be [Last working day], as per my notice period.

Between now and then, I will wrap up my current tasks and hand over my work in a planned way so that nothing is left pending. Please let me know if you would like me to train anyone in particular.

It has been a pleasure working with you and the team, and I am thankful for the support I have received here. I would be glad to stay connected after I move.

I have kept HR in copy so that the exit formalities can start.

Regards,

[Your name]

[Designation]

SAMPLE 3

Subject: Relocation to [New city] – resignation and request to explore a transfer

Dear [Manager's name],

I am relocating to [New city] for personal reasons from [Relocation date]. Since I cannot continue in my current role from here, please treat this letter as my resignation from the position of [Designation], with my last working day as [Last working day] as per my notice period.

Before this becomes final, I would like to ask whether there is an opening at our [New city] office or whether my role could continue remotely. I have enjoyed working at [Company name] and would be happy to stay on if either option is possible. If it is not, I fully understand and will proceed with the resignation.

Either way, I will complete a detailed handover and make sure my current projects are not affected by the move.

Thank you for considering this request. I look forward to your guidance.

Warm regards,

[Your name]

[Designation]