

Two Week Resignation Letter

(Relocation)

Your Name

Address

Date

To:

The Official's Name

Organization

Address

Subject: Two-Week Notice & Request for Relieving My Duties

Dear Ms. / Mr. ....

I will be shortly relocating to another city to take up a new job, in line with my career and personal goals. Therefore, I'm serving the mandatory two-week notice along with this resignation letter.

Kindly calculate my notice period from..... to ..... , which includes both days. I will be grateful if we could utilize the two-week notice to ensure proper transition of work from me to any person you designate.

Since my new job requires relocation, I would be unable to complete exit formalities after ..... date. Therefore, please exert extra efforts to process my dues and issue me a letter of experience.

Working here was my pleasure and privilege and I hope to stay in touch with all my colleagues and you personally.

Thanks in advance for ceding my urgent request.

Thanks & Regards

Faithfully Yours

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