Subject: Your Name—Resignation

Dear Ms./Mr. Supervisor,

Please consider this letter as formal notification of my resignation from XYZ Inc., effective March 15, 20XX. I will be relocating to Seattle, WA, in the spring in order to be closer to my family.

Any written correspondence can be mailed to me in care of Name, 234 Main St., Seattle, WA 98101, until further notice.

Thank you for all the opportunities and experiences I have gained while at XYZ.

I have enjoyed being a part of the marketing team and wish you all the best. If there is anything I can do to help with your transition to my replacement, please let me know.

Sincerely,

Firstname Lastname