Dear Sir;

I would like to officially tend to you my resignation today which will be effective on (date). I have made this major decision in my life due to family’s choice of transferring our residence to another city where my wife was born and raised.

I know this is a hard decision for me and also a sad moment for you but I hope you’ll understand my concern. I am thankful for the great opportunities that you gave me to work with you. During those years that I work with the company, I have learned so much about work ethics and skills. With your watchful eyes and technical advices I have overcome some work problems that even until now, I consider it as my major accomplishment.

The word thank you may not be enough to actually thank you but I wish nothing more for you but your success and to your company.

I am hoping for your preferential attention.

Signed,

Resigning Employee