**Resignation Letter (Relocation)**

Andrew Johnsons  
139 Main Street  
South town, CA 12378  
555-212-7002  
[andrewj@email.com](mailto:andrewj@email.com)

March 1, 201X

Judith Smith  
Manager  
Mary's Flower Shop  
500 Business Rd.  
Business City, NY 54321

Dear Ms. Smith,

I would like to notify you that I am resigning from my position as Office Executive for Mary's Flower Shop effective March 1st. My last day is March the 15th. The reason for leaving the company is that I will be relocating to Chicago in the near future.

Thank you very much for the opportunity you’ve given me to learn all about store management and also about customer service. I really believe my time here and the gained experience was the stepping stone for my career.

Please let me know if I can be of assistance during the transition. You can reach me at the above address if you have any further questions.

Sincerely,

Handwritten Signature (hard copy letter)

Andrew Johnsons