**From**  Place:  
Your Name, Date:  
Designation,  
City - Pin Code.

**To**  
The Manager,  
Company Name,  
City - Pin Code.

Sub: Resignation Letter.

Dear Sir/Madam,

This letter is to inform you that I will be resigning from my [Job Title] position at XYZ Pvt Ltd with effect from [Date] due to my upcoming marriage.

After my marriage, my husband and I are relocating to Bangalore, so I am unable to continue my job here.

I am grateful for the opportunities for growth and development you have provided during my tenure. Thank you for your guidance and support throughout my career.

If you require any assistance during the transition, please inform me.

Thanking you.

Regards,  
[Your Signature]