

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Manager's Name]
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to formally respond to the request for my relocation to [New Location], effective [Proposed Start Date].

After careful consideration, I must respectfully decline this relocation request. Due to the short notice provided, I am unable to make the necessary personal and logistical arrangements required to transition to a new location by the specified date.

I value my position with [Company Name] and would like to discuss any available options for remaining in my current role or working remotely. However, if relocation is a mandatory requirement for continued employment, please accept this letter as my formal resignation, with my final day being [Your Last Working Day].

Thank you for your understanding regarding this difficult decision.

Sincerely,

[Your Signature]
[Your Printed Name]