

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from your position as [Job Title], effective [Employee's Last Working Day].

We understand that you are resigning due to your upcoming relocation to [New City/State]. While we are sorry to see you leave, we support your decision and wish you the very best in your new location.

Between now and your final day, we will work with you to ensure a smooth transition of your current projects and responsibilities. Please coordinate with the HR department regarding the return of company property and the finalization of your benefits.

Thank you for your contributions to [Company Name] during your tenure. We wish you much success in your future endeavors.

Sincerely,

[Your Signature]

[Your Name]  
[Your Title]  
[Company Name]