

[Current 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] at [Company Name], effective [Last Working Day Date].

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 best of luck with your move and your future endeavors.

Human Resources will contact you shortly regarding the off-boarding process, including details on final compensation, benefits transition, and the return of company property. Please ensure all pending tasks are handed over to [Manager Name] prior to your departure.

Thank you for your contributions to [Company Name] during your tenure. We wish you a smooth transition to your new location.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]