

[Date]

[Executive's Name]

[Executive's Title]

[Company Name]

Dear [Executive's Name],

Please accept this letter as formal notification that we have received and accepted your resignation from your position as [Executive's Title], effective [Last Working Date].

We understand that this decision comes as a result of your upcoming relocation to [New City/State]. While we are sorry to see you leave, we appreciate the leadership and dedication you have provided to [Company Name] during your tenure.

Regarding your relocation, the Human Resources department will contact you shortly to discuss the final details of your executive transition package, including any relocation assistance or reimbursement agreements previously outlined in your contract.

We will also work closely with you over the coming weeks to ensure a smooth handover of your responsibilities to [Successor Name or Department].

Thank you for your significant contributions to the organization. We wish you the very best in your relocation and your future professional endeavors.

Sincerely,

[Signature]

[Name of Superior/Board Member]

[Title]