

[Current Date]

[Employee Name]  
[Employee Address]  
[City, Postcode]

Dear [Employee Name],

I am writing 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 international relocation to [Country Name]. While we are sorry to see you leave the team, we support your decision to pursue this new chapter abroad.

We appreciate your contributions during your time with [Company Name]. To ensure a smooth transition, we will coordinate with you regarding the handover of your current projects and the return of any company property before your departure.

Information regarding your final compensation, benefits, and international tax documentation (if applicable) will be sent to you by the HR department shortly.

We wish you the very best of luck with your move and your future professional endeavors.

Sincerely,

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