

[Date]

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

Dear [Employee Name],

Please accept this letter as formal notification that I have received and accepted your resignation from the position of [Job Title], effective [Employee's Last Day of Work].

I understand that you are resigning due to your upcoming relocation to [State Name]. While we are sorry to see you leave, we wish you the very best in your move and your future endeavors in your new location.

Regarding your transition, [Department Name/HR] will contact you shortly to provide information regarding your final paycheck, benefits status, and the return of company property. We appreciate your offer to assist with the handover of your current projects during your remaining time here.

Thank you for your contributions to [Company Name]. We wish you great success in this new chapter of your life.

Sincerely,

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