

[Date]

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

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from your position as [Job Title], effective [Last Working Date].

We understand that your decision to leave is due to your spouse's relocation. While we are sorry to lose such a valued member of our team, we fully support your decision to prioritize your family's needs during this transition.

On behalf of the entire company, I would like to thank you for your hard work and contributions during your time with us. Your dedication has been greatly appreciated, and you will be missed by your colleagues.

Regarding your departure, the Human Resources department will contact you shortly to discuss the off-boarding process, including benefits, final compensation, and the return of company property.

We wish you and your family the very best in your new location and the best of luck in your future professional endeavors.

Sincerely,

[Your Signature]

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