

[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], effective immediately, dated [Last Working Day/Today's Date].

We understand that this resignation is due to your urgent relocation. Given the circumstances, we have waived the standard notice period to accommodate your departure.

Regarding your final compensation, any outstanding salary, accrued vacation time, and benefits information will be processed and sent to you by [Date/Method]. Please ensure that all company property, including keys, electronics, and documents, are returned to [Department/Person] by the end of the day.

We appreciate the contributions you have made during your time with [Company Name] and wish you the very best in your new location and future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]