

[Current 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 your position as [Job Title], effective [Employee's Last Day of Work].

While we are sorry to see you leave, we understand that your decision to resign is due to your upcoming relocation to [New City/State]. We appreciate the advance notice you have provided, which will allow us to manage the transition smoothly.

I want to thank you for your hard work and contributions during your time with [Company Name]. Your presence will be missed by the entire team, and we wish you the very best of luck with your move and your future professional endeavors.

Regarding the offboarding process, the Human Resources department will contact you shortly to discuss final pay, benefits, and the return of company property.

We wish you great success in your new chapter.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]