

[Current Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from your position as [Job Title], effective [Employee's Last Day of Work].

We understand that your decision to resign is due to your upcoming relocation to [New City/State] and your transition to a remote role outside of this organization. While we are sorry to see you leave, we appreciate the notice you have provided to ensure a smooth transition of your current responsibilities.

Regarding your transition, please ensure the following steps are completed before your final day:

- Return all company-owned equipment (laptop, monitors, badge, etc.).
- Complete the handover document for your ongoing projects.
- Conduct a final exit interview with HR on [Date/Time].

Your final paycheck, including any accrued vacation time, will be issued on [Date] via [Payment Method]. Details regarding your benefits and COBRA options will be sent to your personal email address.

We thank you for your contributions to [Company Name] and wish you the very best in your new location and your remote career endeavors.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]