

[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 [Last Working Day Date].

We understand that your decision to resign is due to your upcoming corporate relocation to [New Location]. While we are sorry to see you leave the team, we wish you the very best in your new transition and your future endeavors with the company in your new capacity.

Regarding your departure, [HR Name/Department] will contact you shortly to coordinate the finalization of your current tasks and the return of any company property. We will also provide information regarding your final compensation and any relocation benefits applicable to your move.

Thank you for your contributions to [Company Name]. We appreciate your hard work and dedication during your time here.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

[Company Name]