

[Current Date]

[Employee Name]
[Employee Job Title]
[Department]

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from your position as [Job Title], effective [Employee's Last Working Date]. We understand that this decision comes as a result of your upcoming relocation to [New City/State].

On behalf of the management team, I would like to thank you for your contributions to [Company Name] during your tenure. We appreciate your professionalism and the work you have accomplished here.

We will begin the transition process immediately. Please coordinate with [Manager Name or HR Contact] regarding the return of company property and the completion of any final paperwork. We are also grateful for your offer to assist in the handover of your current projects before your departure.

We wish you the very best of luck with your move and all your future professional endeavors.

Sincerely,

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