

[Date]

[Employee Name]
[Employee ID]
[Current Department]

Dear [Employee Name],

This letter serves as formal notification that we have received and accepted your resignation from the [Current Department] department, effective [Last Working Date in Current Department].

We understand that this resignation is due to your upcoming relocation to the [New Department] department. Your transition to your new role is scheduled to begin on [Start Date in New Department].

We would like to thank you for your contributions to the [Current Department] during your time with us. We wish you continued success in your new position within the company.

Please ensure that all pending tasks are handed over to [Supervisor/Colleague Name] and that all departmental property is returned by your final date.

Sincerely,

[Your Name]
[Your Title]
[Current Department Name]