



Resignation due to relocation

"Please accept this as my formal resignation from XYZ Company. My last day will be [insert your final day of work], two weeks from today. I will be relocating to Chicago in the coming months to be closer to family.

Thank you for the opportunity to learn and grow in the accounting department-I hope to find a new position with equally inspiring, helpful and kind colleagues. I wish the company success in the future.

Please let me know of the ways I can help make the transition as smooth as possible."