“Kimberly Lau

123 Main Street

Anytown, CA 12345

555-555-5555

kimberly.lau@email.com

September 1, 2018

Jennifer Lee

Director, Human Resources

Acme Office Supplies

123 Business Rd.

Business City, NY 54321

Dear Jennifer Lee,

I am writing to let you know that I will be leaving the company in 30 days.

I have very much enjoyed working with you and am more than grateful for the career opportunities you have provided me, but circumstances dictate that it is now time for me to move on.

I will be getting married within six months, and following my marriage, I will be relocating.

I think it is best I leave the position now, as I will not have time to work full-time while I am planning the wedding.

I truly appreciate your understanding of this important time in my life.

If you would like assistance filling my position or if there’s anything I can do while I’m still here to ease the transition, please let me know.

I will be happy to help in any way I can.

Thanks again for understanding, and for the opportunity to work with you. Do not hesitate to be in touch if you have any questions or concerns.

Best regards,

Your Signature (hard copy letter)

Kimberly Lau”