

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you of my upcoming relocation overseas, which will take place on [specific date]. This decision has been motivated by [brief reason for relocation, e.g., career opportunities, personal reasons, etc.].

I want to assure you that I am committed to ensuring a smooth transition during this period. My last working day in the office will be [last working day], and I will do my utmost to complete any pending projects and assist in transferring my responsibilities to other team members.

I truly appreciate the support and opportunities provided to me during my time here. It has been a privilege to work with such a talented team, and I look forward to staying connected in the future.

Thank you for your understanding. Please let me know how I can assist during this transition.

Sincerely,  
[Your Name]