

## Formal Resignation Letter Example

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Supervisor's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I want to express my gratitude for the opportunities and support provided to me during my tenure with [Company Name]. I have learned a great deal and have enjoyed working with both my colleagues and the management team. These experiences will always hold great value as I advance in my career.

I am committed to making this transition as seamless as possible. I will complete current projects and assist in training my replacement if needed. Please let me know how I can help during this period.

Thank you again for the opportunity to be a part of [Company Name]. I hope to remain in touch, and I wish the company and my colleagues continued success.

Sincerely,  
[Your Name]

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## New Job Acceptance Letter Example

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Hiring Manager's Name]  
[New Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of [New Job Title] at [New Company Name]. I am grateful for this opportunity and look forward to contributing to the team and helping the company achieve its goals.

As discussed, I will begin employment on [Start Date]. Please let me know if there are any documents or information I should provide prior to my start date. I am eager to embark on this new chapter and am confident my skills and experience will be an asset to [New Company Name].

Thank you once again for this opportunity. I look forward to joining the team soon.

Sincerely,  
[Your Name]