

A **resignation letter with acceptance of new employment** sample serves as a formal document where an employee not only announces their intention to resign from their current position but also acknowledges their acceptance of an offer from a new employer. This letter typically includes appreciation for the opportunities provided by the current employer, a clear statement of the resignation effective date, and a professional tone to maintain positive relations. It acts as an official communication to ensure a smooth transition while expressing gratitude and professionalism during career advancement.

Sample Resignation Letter with Acceptance of New Employment

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective two weeks from today, on [Last Working Day, e.g., June 20, 2024].

This decision was not made lightly, as I sincerely appreciate the opportunities for professional and personal growth that you and the company have provided me during my tenure. I have decided to accept a new position that will further my career development and allow me to pursue new challenges.

I am committed to making this transition as smooth as possible for the team. Please let me know how I can assist in transferring my responsibilities or training a replacement during the notice period.

Thank you once again for your support and guidance. I value the experiences and skills I have gained at [Company Name], and I wish the team continued success.

Sincerely,

[Your Name]