

Acceptance Letter for New Job with Resignation Notice

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

[Recipient Name]
[Recipient Title]
[New Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the [Job Title] position at [New Company Name], as outlined in your offer letter dated [Offer Letter Date]. I am sincerely grateful for the opportunity to join your team and contribute to [New Company Name]'s continued success.

I confirm my acceptance of the position and am pleased to start on [Start Date] as discussed. Please let me know if there are any forms or further documentation required prior to my start date.

In line with professional courtesy, I have submitted my resignation to my current employer, respecting their [Notice Period, e.g., two weeks] notice policy. I have ensured to communicate my intention to facilitate a smooth transition of duties.

Thank you again for this wonderful opportunity. I look forward to joining [New Company Name] and contributing my skills and experience to your team. Please feel free to contact me at any time if you need further information.

Sincerely,
[Your Name]

Resignation Notice Sample

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

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

Dear [Manager's Name],

Please accept this letter as formal notice of my resignation from the position of [Your Current Job Title] at [Current Company Name], effective [Last Working Day, typically two weeks from date above].

I appreciate the opportunities for growth and development you have provided during my time here. I am committed to ensuring a seamless transition over the remainder of my tenure.

Thank you for your support and understanding.

Sincerely,
[Your Name]