

Sample Letter: Accepting New Job and Resigning Current Position

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Current Employer's Name]

[Company Address]

[City, State ZIP Code]

Dear [Manager's Name],

I am writing to formally notify you that I have accepted a new job offer and, as a result, must resign from my position as [Your Position] at [Current Employer], effective [Last Working Day, typically two weeks from date above].

I would like to express my sincere gratitude for the opportunities and experiences I have gained during my time with [Current Employer]. I truly appreciate your guidance, support, and the chance to grow professionally over the course of my employment.

I am committed to ensuring a smooth transition and will do all I can to complete pending projects and assist in training a replacement if needed during my notice period. Please let me know how I can help facilitate the handover process.

Thank you again for the support and encouragement you have provided. I am grateful for the positive relationships I have formed here and hope to stay in touch. I wish the company continued success in the future.

Sincerely,

[Your Name]