

Acceptance Letter with Resignation Due to New Job Offer Sample

An **acceptance letter with resignation due to new job offer sample** serves as a formal communication where an employee acknowledges and accepts a new job opportunity while simultaneously submitting their resignation from the current position. This letter professionally expresses gratitude for the current employer's support, specifies the intended last working day, and ensures a smooth transition. It highlights the employee's positive intentions and commitment to maintaining good relations during the departure process.

Sample Letter

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

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

Dear [Recipient Name],

I am writing to formally accept the employment offer for the position of [New Position] at [New Company Name], and to submit my resignation from my position as [Your Current Position] at [Current Company Name]. My last working day will be [Last Working Day, typically two weeks from the date above], as per the notice period required.

I want to express my sincere gratitude for the opportunities, guidance, and support you and the rest of the team have provided me during my tenure. Working at [Current Company Name] has been a highly valuable experience, and I have greatly enjoyed being part of your team.

I am committed to ensuring a smooth and seamless transition. If there is anything I can do during my remaining time to assist in the handover process or train a replacement, please let me know.

Thank you again for your understanding and support. I hope to stay in touch and wish the company continued success in the future.

Sincerely,
[Your Name]