

Dual Letter Sample: Resignation and Acceptance of New Job

This dual letter sample effectively combines a **resignation and acceptance of new job** notice, ensuring a professional and clear communication. It outlines the employee's formal intention to resign from their current position while simultaneously expressing gratitude for the opportunities provided. Additionally, it confirms acceptance of a new job offer, highlighting enthusiasm for the upcoming role and commitment to a smooth transition. This format facilitates a respectful departure and maintains positive relationships between the employee and employer.

Part 1: Resignation Letter

[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], with my last working day being [Last Working Day, typically two weeks from the date above].

I want to express my sincere gratitude for the opportunities, guidance, and support I have received during my time here. It has been a pleasure working with you and the team, and I am truly grateful for the experiences and professional development I have gained.

I am committed to ensuring a smooth transition and will do everything I can to assist during the notice period. Please let me know how I can help transfer my responsibilities or train my replacement.

Thank you again for the wonderful experience and I wish the company continued success.

Sincerely,
[Your Name]

Part 2: Acceptance of New Job Offer

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

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

Dear [Recipient's Name],

I am pleased to formally accept the position of [New Position] at [New Company Name]. I am excited to join your team and contribute to the continued success of the organization. Thank you for this opportunity and for your confidence in me.

As discussed, I will be able to start on [Start Date]. Please let me know if there are any forms or further details you need prior to my start date. I look forward to becoming a valued member of the team.

Thank you once again for this opportunity.

Sincerely,
[Your Name]