

# Resignation Letter for New Position

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Today's 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 [Last Working Day, typically two weeks from the date above]. I have accepted a new opportunity that aligns closely with my professional goals and personal aspirations.

I want to express my sincere gratitude for the opportunities, guidance, and support I have received during my time at [Company Name]. It has been a pleasure working with you and the amazing team here, and I have greatly valued the experiences and knowledge I have gained.

During the standard notice period, I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities and assist in transferring my duties as needed.

Thank you once again for your leadership and understanding. I hope to maintain our professional relationship moving forward, and wish [Company Name] continued success.

Sincerely,  
[Your Name]

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## Employer's Acceptance of Resignation

[Company Letterhead or HR Department Address]  
[Today's Date]

[Employee's Name]  
[Employee's Address]

Dear [Employee's Name],

This letter is to formally acknowledge and accept your resignation from your position as [Employee's Position], effective [Last Working Day]. While we are sorry to see you leave, we understand your decision to pursue a new opportunity and wish you all the best in your future endeavors.

We appreciate your dedication and valuable contributions to [Company Name] during your tenure. Please let us know how we can support you during the transition. Your professionalism and positive impact will be missed.

On behalf of everyone at [Company Name], thank you, and warmest wishes for your continued success.

Sincerely,  
[Manager's Name or HR Representative]  
[Title]