

# Resignation Letter Template: Acceptance of Another Job

[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], effective [Last Working Day, typically two weeks from date above].

This decision comes after careful consideration, as I have accepted an offer for another position that will allow me to further grow professionally. I am truly grateful for the opportunities, experiences, and support I have received during my time at [Company Name]. It has been a pleasure working with you and the entire team.

I am committed to ensuring a smooth transition and will do everything I can during my notice period to complete outstanding work and help transfer my responsibilities. Please let me know how I can assist during this process.

Thank you again for the valuable experiences and encouragement during my tenure. I look forward to staying in touch and wish the team continued success.

Sincerely,  
[Your Name]