

# New Job Offer Acceptance and Resignation Letter Format

The **new job offer acceptance and resignation letter format** provides a professional template for formally acknowledging a job offer while simultaneously resigning from the current position. This format includes expressing gratitude for the new opportunity, confirming the start date, and courteously notifying the employer of the decision to resign, along with the intended last working day. Using this structured approach ensures clear communication, maintains positive relationships, and facilitates a smooth transition during career changes.

## Job Offer Acceptance Letter Template

**Subject:** Acceptance of Job Offer â€“ [Your Full Name]

Dear [Hiring Manager's Name],

I am writing to formally accept the [Position Title] position at [Company Name], as outlined in your offer letter dated [Offer Date]. I am excited about the opportunity to join your team and contribute to [Company Name]'s success.

I confirm my start date as [Start Date]. Please let me know if there are any documents or further information you require prior to my joining.

Thank you again for this wonderful opportunity. I look forward to working with you and the team.

Sincerely,  
[Your Name]

## Resignation Letter Template

**Subject:** Resignation â€“ [Your Full Name]

Dear [Current Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Current Company Name], effective [Last Working Day, typically two weeks from date of letter].

I am grateful for the opportunities and experiences I have gained during my time here. I appreciate your guidance and support throughout my tenure.

I will do my best to ensure a smooth transition and complete all outstanding work before my departure. Please let me know how I can assist during this period.

Thank you again for everything.

Sincerely,  
[Your Name]