

Professional Resignation Acceptance Letter (New Job)

Dear [Employee Name],

I have received your resignation letter dated [Date], and I would like to formally acknowledge and accept your decision to leave [Company Name] in pursuit of a new career opportunity.

While we are sad to see you go, we fully understand and support your desire for personal and professional growth. We are sincerely grateful for the dedication, hard work, and positive contributions you have made during your time with us. Your commitment and professionalism have set a wonderful example for the team.

Please let us know how we can best support you during your transition. We will work closely with you over the coming weeks to ensure a smooth and seamless handover of your responsibilities. Your commitment to assisting in training and wrapping up ongoing projects is greatly appreciated.

On behalf of everyone at [Company Name], I want to wish you the very best in your new role and future endeavors. If you ever need a reference or wish to reconnect, please do not hesitate to reach out.

Thank you again for your valuable service. We wish you continued success.

Warm regards,
[Your Name]
[Your Title]
[Company Name]