

Retirement Resignation Letter to Office Manager

Randy Wilkerson

123 Maple Street
Springfield, IL 62704
March 1, 2024

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of [Position Name] at [Company's Name]. I am both honored and excited to join your team and contribute to the continued success and growth of the company.

Thank you for the opportunity to work with [Company's Name]. I am eager to bring my skills and experience to the team and make a positive impact. I appreciate the time and effort the team has spent during the interview process, and I am grateful for the warm welcome I have received.

I am fully committed to contributing to the team's goals and objectives and look forward to starting on [Start Date] as agreed. Please let me know if there are any forms, documents, or further information you need from me before then. I am keen to complete any preparatory steps to ensure a smooth transition into my new role.

Thank you once again for this incredible opportunity. I am looking forward to becoming an integral part of the [Company's Name] team and to the challenges and opportunities that lie ahead.

Should you need to discuss any further details or require additional information, please do not hesitate to contact me via email at randy.wilkerson@email.com or by phone at (555) 123-4567.

Warmest regards,

Randy Wilkerson