

Resignation Letter for Improved Benefits Package

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to formally submit my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This was not an easy decision, as I have greatly valued my time at [Company Name] and deeply appreciate the opportunities for professional and personal growth that you and the team have provided me. However, after careful consideration, I have accepted an offer from another employer with a significantly improved benefits and compensation package that better aligns with my long-term goals and personal circumstances.

I am committed to making this transition as smooth as possible and will do everything I can to ensure my current responsibilities are transferred efficiently. If there are any specific tasks or documentation required before my departure, please let me know, and I will make it a priority.

Thank you again for the support and trust you have given me during my tenure at [Company Name]. I am grateful for the collaborations and experiences I have gained and will always look back on my time here with appreciation.

I wish [Company Name] continued success and am happy to assist in the transition process in any way I can over the coming weeks.

Sincerely,
[Your Name]