

Formal Resignation Letter Template for Better Salary Package

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, e.g., two weeks from the date above].

This decision was not made lightly, as I am sincerely grateful for the opportunities and support I have received during my time here. Working at [Company Name] has allowed me to grow professionally and personally, and I appreciate the guidance and encouragement from you and my colleagues.

After careful consideration of my long-term career goals and financial objectives, I have decided to accept another opportunity that provides a better salary package. Please know that my respect for [Company Name] and the team remains strong, and this decision is driven by my need to align my compensation with my aspirations and responsibilities.

I am committed to ensuring a smooth transition and will do everything possible to complete outstanding tasks and assist with the handover process. Please let me know how I can help during this period.

Thank you once again for the valuable experiences and opportunities. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]