

Simple Resignation Letter Template Due to Better Offer

This **simple resignation letter template due to better offer** provides a clear and professional way to notify your employer of your decision to resign. It briefly explains that you have received a more advantageous opportunity, expresses gratitude for the experience gained, and ensures a smooth transition by offering assistance during the notice period. This template helps maintain positive relations while formally concluding your current employment.

Resignation Letter Template

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

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

Dear [Manager's Name],

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

After careful consideration, I have accepted an offer that presents a new direction for my career. This decision was not made lightly, as I have greatly appreciated the opportunities, support, and experiences I have gained during my time here.

I want to express my gratitude for the guidance and opportunities for professional development you have provided. I am committed to ensuring a smooth transition and am happy to assist in training a replacement or transferring my responsibilities over the coming weeks.

Thank you again for everything. I wish the team and [Company Name] continued success.

Sincerely,
[Your Name]