

Resignation Letter Template After Receiving a Better Offer

Date: [Your Date]

Dear [Manager's Name],

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

After careful consideration, I have decided to accept another offer that aligns with my career goals and development. This opportunity presents new challenges and growth prospects that I am eager to pursue. Please know that this decision was not made lightly; my experience at [Company Name] has been highly rewarding, and I am sincerely grateful for the guidance, support, and opportunities I've received during my tenure here.

I am committed to ensuring a smooth transition and will do everything I can to complete outstanding work and assist with the handover process over the next [notice period, e.g., two weeks].

Thank you once again for everything. I hope to stay in touch, and I look forward to seeing [Company Name] continue to succeed in the future.

Sincerely,
[Your Name]