

Easy Resignation Letter for Getting a Better Job Offer

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[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 at [Company Name], effective [Last Working Day, typically two weeks from the date above]. I have recently been offered a new opportunity that aligns closely with my career goals, and after careful consideration, I have decided to accept the offer.

I want to express my sincere gratitude for the support, guidance, and opportunities I have received during my time here. It has been a pleasure working with you and the team.

I am committed to ensuring a smooth transition during my notice period and will do my best to assist with the handover of my responsibilities.

Thank you once again for everything. I wish the company continued success in the future.

Sincerely,
[Your Name]