

This **short resignation letter due to better employment offer** serves as a formal and concise notification to an employer that an employee has accepted a more favorable job opportunity elsewhere. The letter expresses gratitude for the current role, states the intention to resign, and often includes the notice period to ensure a smooth transition. It is professional, respectful, and straightforward, helping maintain positive relationships with the employer while clearly communicating the employee's decision to move on.

Short Resignation Letter Template

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Today's Date]

[Recipient Name]

[Company Name]

[Company Address]

Dear [Recipient Name],

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

I have recently accepted an employment offer that aligns more closely with my career goals. I am grateful for the opportunities and experiences I have gained during my time at [Company Name], and I appreciate the support and guidance from the team.

I will do my best to ensure a smooth transition during my remaining time. Please let me know how I can assist with the handover process.

Thank you again for the opportunity to be a part of [Company Name]. I wish the company continued success.

Sincerely,

[Your Name]