

Better Benefit Resignation Letter

Your Name

Your Address

Your City,

Your Phone Number

Your Email

Date

Name

Title

Organization

Address

City,

Dear Mr. /Ms. Last Name:

I am writing this letter to inform you that I will be resigning from my position as an Accounting Manager from ABC Group of Companies effective on the 1st of February 2020.

As much as I appreciate my stay in this company, I will be leaving this company to join XYZ Company that has offered me a better compensation and a full package benefit.

As much as I value the opportunity to work with this company, unfortunately, this is a life-time opportunity that I cannot turn-down. I would be doing myself a great disservice to turn down this great opportunity.

I want to thank you for the personal and professional development that this company has exposed me to over the years.

I would be glad to assist with the transition process. I hope that you understand why I have to take this new position.

Thank you for understanding.

Sincerely,

(Signature)

Name.