**Letter of Resignation for Better Pay**

Jose Jones
123 Main Street
Anytown, CA 12345
555-555-5555
jose.jones@email.com

September 7, 2021

Jane Lee Director, Human Resources
Acme Office Supplies
123 Business Road
Business City, NY 54321

Dear Ms. Lee:

I am writing to notify you that I have accepted a position with an organization that is offering me better compensation and benefits than this company. My last day of work will be October 7, 2021.

Although I have greatly valued the opportunity to work with you, unfortunately, this is an opportunity I cannot turn down. I would be doing myself and my family a disservice to turn down an increased salary and a complete benefits package that includes paid vacation and sick time, and dental and vision insurance.

I do hope you understand my situation to take on this new position. Please accept my sincere thanks for all that you have done for me during my time working for you. I would be more than happy to assist in the transition period and welcome any questions you may have as you look for a replacement.

Thanks again for your understanding.

Best,

*Signature* (hard copy letter)

Jose Jones