**TEMPLATE LETTER
RESIGNATION LETTER DUE TO TRAVELING ABROAD**

“Dear (Mr. /Ms.) [Name]:

Kindly accept this resignation letter of mine as a formal notification of my impending departure from your organization. Indeed, I shall step down as a (job title) with effect from (date).

The reason to explain my departure from your organization is a more lucrative offer I have received with another firm overseas. Their terms of remuneration and working conditions are much better than those of your company. I could not resist the deal for the sake of bettering my life.

I also take this opportunity to express my sincere gratitude to the opportunity you gave me to work and make money. I particularly appreciate the support and the love your colleagues gave me when I was a full-time worker with your company. This is over, and above the skill and expertise, I have managed to accumulate with time.

I know that my departure has definitely exerted a toll on your firm. To help mitigate the adverse effects of the same, I offer myself to help with the transition. Kindly get to me in case you want my support during the transition period. I promise to provide the necessary logistical assistance.

Sincerely yours,
Your Name”