**RESIGNATION LETTER DUE TO NEW JOB OPPORTUNITY**

Dear sir,

“I am sorry to inform you that circumstances dictate I must resign from my position as Division Manager. I prefer to leave at the end of this week, if that is convenient. If not, I will gladly comply with the company’s request to give two weeks’ termination notice.

Each year my financial obligations have increased; unfortunately, my salary here has not been able to keep up with these demands. As a result, I have been forced to reconsider my employment here and have concluded that it would be best for me to seek employment with a company better equipped to meet my financial requirements. Despite this, it is with mixed emotions that I have accepted a position elsewhere that carries a higher salary with possibilities for future advancement,

Please accept my thanks for the opportunity to work with you. The guidance you have given me has proved invaluable and has prepared me well for my new position. I have enjoyed the challenges presented here at Doe’s, and I sincerely hope that I have returned adequate service for all the benefits that I have received.

I would be happy to help you find and train a suitable replacement. Because my projects are current and because I have left detailed instructions illustrating how to perform my job duties on my desk, my successor should have little difficulty assuming my responsibilities. Please let me know if there is anything else I can do to help make this a smooth transition.”

Sincerely,

Your Name