**RESIGNATION DUE TO BETTER SALARY AND BENEFITS**

To: e-mail address
Subject: Resignation due to better salary and benefits

Dear Mr./Ms./Sir/Madam/Dr.

I would wish to let you know that I shall step down from the current position with your organization with effect from November 30th, 20XX. That is because I have got greener pastures elsewhere, which I could not forfeit since I have enjoyed my time here.

It is with great pleasure that I thank you for the personal and professional development you have accorded me over the four years. Indeed, the bonds and relations I have nurtured here, I shall live to cherish for time to come.

Kindly let me know in what ways I may be of assistance and support to you in the transition period. I am more than willing and ready to be of further assistance for a limited duration after my departure.

Use my e-mail address and telephone contacts for any future correspondences.

Sincerely,
First name Last name