

12 August 2015  
Mr. Oliver Smith  
(Address)

Mr. Noah Jones  
Department Manager  
XYZ Corporation  
(address)

Dear Mr. Jones,

I am writing to inform you that I am resigning from the company to accept an offer from another company which offered better salary and benefits.

While I have cherished the experience, my financial situation dictates that I cannot afford to pass up a great opportunity to improve my income and realize better benefits including health care for me and my family. I do hope you understand my decision and I wish to assure you that I bear no ill-will or grudge toward the company. I fully respect the company's decision to stay within their operating budget.

The provision on resignation requires a two week notice. Therefore, my resignation shall take effect on 30 August 2015. I shall stay on board to complete all pending work and to assist you in whatever way I can during the turnover process.

Thank you for the time and the experience.

Yours sincerely,  
Oliver Smith