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September 1, 2018

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

Dear Ms. Jane 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 in 30 days, on July 1st, 20XX.

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,

Your Signature (hard copy letter)

Jose Jones