

[Current Date]

[Manager's Name]
[Company Name]
[Company Address]

Dear [Manager's Name],

Thank you for the counteroffer extended to me on [Date] regarding the [Job Title] position. I sincerely appreciate the company's interest in retaining me and the improved terms offered.

After careful consideration, I have decided to decline the counteroffer. My decision to move forward with my new opportunity remains firm, as it aligns more closely with my long-term career goals at this time. Therefore, please accept this letter as formal confirmation of my resignation.

My final day of employment will be [Your Last Working Date].

To ensure a smooth transition, I am committed to completing the following during my notice period:

- Handing over all current projects and status reports.
- Training [Colleague's Name] on my daily responsibilities.
- Organizing all digital files and documentation for the team.
- Assisting in the search or interview process for my replacement if needed.

I am grateful for the opportunities I have had at [Company Name] and wish the team continued success. Please let me know the next steps regarding the offboarding process.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Personal Email/Phone Number]