

Immediate Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective immediately. After careful consideration, I have decided to accept another job offer that aligns more closely with my career goals.

I appreciate the opportunities I have had during my time at [Company's Name] and the support provided by you and the team. I am grateful for the experiences I have gained, and I will carry them with me as I move forward.

Please let me know how I can assist during this transition. I hope to maintain a positive relationship in the future.

Thank you for your understanding.

Sincerely,

[Your Name]