

Professional resignation letter template for immediate leave

Subject: Immediate Resignation

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective immediately, as I have accepted a new employment opportunity that requires my urgent transition.

I apologize for any inconvenience this may cause and I am grateful for the opportunities and experiences I have gained during my time here. I will do my best to assist with the handover remotely if possible.

Thank you for your understanding.

Sincerely,

[Your Name]

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