

Heartfelt resignation email template

Subject: Immediate Resignation

Dear [Manager's Name],

It is with mixed emotions that I must tender my immediate resignation as I have been offered a new role that aligns closely with my career goals.

I truly value the mentorship, teamwork, and support I have received from everyone here. Please know that leaving so suddenly is difficult, but I hope to maintain a positive relationship in the future.

Warm regards,

[Your Name]

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