

Formal resignation letter with handover details

Subject: Immediate Resignation

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective immediately. I have accepted a new employment opportunity and must transition without delay.

I am prepared to provide guidance or documentation to ensure a smooth handover of my responsibilities. I deeply appreciate the professional growth and support I have experienced during my tenure.

Sincerely,

[Your Name]

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