

Informal and casual resignation email template

Subject: Immediate Resignation

Hey [Manager's Name],

Iâ€™ve got some big news â€” Iâ€™ve accepted a new job and will need to resign from [Company Name] effective immediately.

Iâ€™ve had a blast working with you all and hope we can stay in touch. Thanks for everything!

Cheers,

[Your Name]

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