

## Short Notice Resignation Letter for New Job Offer

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, e.g., "three days from today" or specific date]. While I had hoped to provide more notice, I have recently accepted an offer for a new role that requires me to start sooner than anticipated.

This decision was not made lightly. I am very grateful for the opportunities, guidance, and support that I have received during my time here. Working with you and the rest of the team has been a valuable experience, and I have enjoyed being a part of [Company Name].

I am committed to making this transition as smooth as possible. Please let me know how I can help during my remaining time to ensure a seamless handover of my responsibilities.

Thank you once again for everything. I wish the company continued success, and I hope to stay in touch in the future.

Sincerely,  
[Your Name]