

# Resignation Letter Template (Immediate Effect – Better Job Opportunity)

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective immediately.

This decision comes after careful consideration, as I have been offered an exceptional career opportunity that requires me to begin employment right away. While it was not my intention to leave on such short notice, the urgency of the new role has necessitated my immediate departure.

I would like to express my sincere gratitude for the opportunities and experiences I have gained during my time at [Company Name]. I appreciate the support and guidance provided by you and the team, which has contributed significantly to my professional growth.

Please let me know how I can assist in transitioning my responsibilities to ensure minimal disruption to the team. I will do my best to provide any information or documentation needed during this short transition period.

Thank you for your understanding. I hope to maintain a positive relationship, and I wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]