

## Short Notice Resignation Letter for Immediate Career Shift

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

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

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective immediately. This decision comes after an unexpected and immediate opportunity for a career shift that I feel compelled to pursue.

I sincerely apologize for the short notice and any inconvenience my immediate departure may cause. The opportunity was unforeseen, and after careful consideration, I have decided to accept it in order to advance my professional goals.

I am deeply grateful for the support, guidance, and valuable experience I have gained during my time at [Company Name]. Working with such a dedicated team has positively impacted my career, and I truly appreciate all the opportunities provided to me.

I will do my utmost to assist in the transition process and ensure a smooth handover of my responsibilities, to the best of my ability in the remaining time.

Thank you for your understanding and support. I hope to maintain our positive professional relationship moving forward.

Sincerely,  
[Your Name]