

Resignation Letter Sample with Immediate Effect for Better Job Offer

Below is a professional template you can use if you need to resign from your current position with immediate effect due to receiving a better job offer.

[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 Job Title] at [Company Name], effective immediately. I have recently received an employment offer that aligns closely with my career aspirations and personal goals, and after careful consideration, I have decided to pursue this new opportunity.

I sincerely apologize for not being able to provide the customary notice period. I understand the inconvenience this may cause and I assure you that I will do my best to support a smooth transition in any way possible during my immediate departure.

I want to express my heartfelt gratitude for the opportunities for growth and development provided to me during my time at [Company Name]. I have greatly enjoyed working with you and the team, and I value the experiences and skills I have gained here.

Thank you for your understanding regarding my decision. I wish [Company Name] and the team continued success in the future.

Yours sincerely,
[Your Name]

Note: Replace the fields in brackets (e.g., [Your Name], [Company Name], etc.) with your personal details and information specific to your situation.