

# Immediate Resignation Letter Due to New Job

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you of my immediate resignation from my position at [Company Name]. After careful consideration, I have accepted a new job opportunity that aligns with my long-term career goals and offers new challenges that I am eager to undertake.

My last working day at [Company Name] will be [last working day], providing a notice period of [number of weeks] weeks as per my employment contract. During this time, I am committed to ensuring a smooth transition by completing any pending tasks and helping to train my successor, if necessary.

I want to express my sincere gratitude for the opportunities and experiences I have had during my tenure at [Company Name]. I have thoroughly enjoyed working with my colleagues and have learned a great deal from the supportive and talented team.

I will always cherish the memories and friendships formed here and am confident that the skills and knowledge I gained will serve me well in my new role. I hope to maintain professional connections and stay in touch.

Please let me know how I can assist in the transition process or any other arrangements required from my end.

Thank you once again for your understanding and support. I wish continued success for [Company Name] in the future.

Sincerely,

[Your Name]