## Informal and casual resignation email template

Subject: Immediate Resignation

Hey [Manager's Name],

I've got some big news – I've accepted a new job and will need to resign from [Company Name] effective immediately.

l've had a blast working with you all and hope we can stay in touch. Thanks for everything! Cheers,

[Your Name]

## **Get more templates here:**

https://www.lettersandtemplates.com/letters/immediate-resignation-letter-due-to-new-job