

Simple resignation email for quick business opportunity

Subject: Resignation Notice - [Your Name]

Hi [Manager's Name],

I'm writing to let you know that I'll be resigning from my position as [Job Title]. My last day will be [Date].

I've been offered a business opportunity that I need to pursue right away. I'll make sure all my current work is completed or properly handed off before I leave.

Thanks for everything, and I apologize for any inconvenience this may cause.

Best regards,

[Your Name]

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