Immediate Resignation Letter for Career Change

John H. Doe
123 Main Street
Anytown, CA 12345
john.doe@example.com
March 28, 2024

Mr. Richardson
Manager
XYZ Corporation
456 Business Rd.
Business City, NY 67890

Dear Mr. Richardson,

I am writing to formally announce my resignation from ABC Corporation, effective immediately. This decision has not come easily, but after considerable thought, I have decided to pursue a career change that aligns more closely with my personal and professional aspirations.

I understand the challenges my immediate departure may cause to the team and the company. Please accept my sincerest apologies for the inconvenience. I am committed to facilitating a smooth transition and am willing to extend my support in training my replacement or completing any pending tasks to the best of my abilities in the remaining time.

I am grateful for the opportunities I have had at ABC Corporation, which have played a pivotal role in my professional development. The supportive environment and the

Copyright @ EXAMPLES.COM

dynamic team have been instrumental in my growth, and leaving such a positive workplace was a difficult decision to make.

I wish ABC Corporation and all its employees continued success in the future. I hope to maintain the professional relationships I've developed here as I move forward in my career.

Thank you for your understanding and support regarding my decision. Please let me know how I can assist in making this transition as smooth as possible.

Sincerely,

John H. Doe

Copyright @ **EXAMPLES.COM**