Immediate Resignation Letter for Better Opportunity

Jane Doe
123 Maple Street
Anytown, NY 12345
March 28, 2024

Mr. John Smith
Manager
ABC Corporation
456 Oak Avenue
Anytown, NY 12345

Dear Mr. Smith,

I am writing to inform you of my decision to resign from my position at ABC Corporation, effective immediately. This was not an easy decision to make, as I have enjoyed working with you and the team. However, I have been offered a new opportunity that aligns more closely with my long-term career goals and professional growth.

I am grateful for the experiences and opportunities I have had at ABC Corporation. Working here has significantly contributed to my professional development, and I truly appreciate your guidance and support throughout my tenure.

I understand that my immediate departure may cause inconvenience, and I apologize for the short notice. I am committed to assisting in the transition process to ensure a smooth handover of my responsibilities. Please let me know how I can help during this transition period.

Thank you once again for the opportunity to be a part of ABC Corporation. I wish you and the company all the best in your future endeavors.

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Sincerely,

Jane Doe

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