Immediate Resignation Letter for New Job

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

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

Dear Mr. Smith,

I am writing to formally announce my resignation from XYZ Corporation, effective immediately. This decision was not easy and involved considerable deliberation. However, after receiving an offer for a new job that aligns more closely with my career aspirations and personal goals, I have decided to move forward with this opportunity.

I understand that my immediate departure may cause inconvenience to the team and the ongoing projects. Please know that this was not my intention. I am fully prepared to assist in the transitional period in any way possible, including training a replacement or documenting my current projects to ensure a smooth handover.

I want to express my sincere gratitude for the opportunities for professional and personal development that you have provided me during my time at XYZ Corporation. I've greatly enjoyed and appreciated the opportunities I've had to grow our team and work on challenging projects.

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I wish the company and my colleagues the best and hope to maintain our professional relationships in the future. Please let me know the next steps and how I can help during this transition.

Thank you for your understanding and support regarding my decision. I am looking forward to staying in touch.

Sincerely,

John H. Doe

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