

Immediate resignation letter

John Brown
222 Every Road, Any Town, AA1 1BB

Mrs Jane Smith
ABC Company
All Streets
Any Town
YY1 1ZZ

(Date)

Immediate resignation letter

I have been offered an opportunity to live and work abroad for a short period of time, and consider this is an experience that I do not want to turn down. Regrettably this offer has been made with very short notice and I will need to finish working for this company tomorrow in order to prepare for the journey.

I deeply regret not being able to offer my full notice and hope that you can understand my reasons for leaving with immediate effect. I have prepared a handover list which you can forward to my replacement with as little difficulty as possible. I have truly enjoyed working within this varied and interesting sector and hope that you will forgive this indiscretion.

Many thanks for your understanding in this matter, and if you don't mind I would like to stay in touch and let you know about my travels and hear about how you, the team, and the company are getting on.

Your sincerely,

Visit resignletter.org to see more examples.