Immediate Resignation Letter Sample (With Reason)

Octavio Ramirez

444 Milray St.

Brooklyn, NY, 030303

10th November 20XX

Steve McCann

Manager Greenworld Industries

678 Yolk Avenue

Brooklyn, NY, 40004

Dear Mr. McCann,

Kindly accept this resignation letter as a notice for my immediate resignation from the post of an assistant accountant at Greenworld Industries, effective from 15th November 20XX. My main reason for resignation is that my family has to relocate to Australia due to immediate reasons.

Working at Greenworld has presented me with lots of opportunities to sharpen and grow my career to some considerable level. This is something I will forever be grateful for. What's more, I have always been impressed by how the company operates. Right from the manager to the lowest-ranked employee, everyone is not only dedicated but compassionate. I hope you continue with the same spirit even after my departure. My gratitude also goes to my coworkers for providing such a positive working environment.

I will miss working with you. if you have any question or concern, please contact me at +1 (515) 555555

Thanks for your time.

Sincerely,

Octavio Ramirez