

Resignation Letter without Notice

{Date}

{Name of your Boss}

{Designation}

{Name of the Company}

{Address}

Salutation {Last Name},

I am writing this letter to you to inform you about my resignation from {name of the company} as a {your designation}, effective from {mention the date}. The days I have spent herein, were some of the best days of my life. I would cherish them for the years to come. Last week, I have been offered my dream job. So, I could not afford to let this chance go.

I would like to thank you for the opportunities I have got in your company. I got to learn many new things while I was here. I would be more than happy to train my replacement and make sure that the transition is seamless.

Yours Truly,

{Your Name}

{Signature}

