**24 HOURS RESIGNATION LETTER FOR NEW JOB**

Today’s Date  
  
Your Manager's Name  
Manager's Title  
Company Name  
  
Dear Mr./Ms. Manager:  
  
This is to inform you that I have accepted a position in another company. Therefore, I would like to offer my resignation effective tomorrow.  
  
I appreciate the professional development and growth from **[Company Name]**, and in particular, from you. Your mentoring support has encouraged me, and I hope that we will continue our relationship as I move forward in my career.

I wish you, and **[Company Name]** continued growth and success in the future.  
  
Sincerely,  
  
Your signature