

Letter Of Resignation

Immediate

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title/Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Immediate Resignation

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective immediately.

This decision has not been made lightly, but due to [optional: brief reason, e.g., unforeseen personal circumstances, urgent family matters, health issues], I am unable to fulfill my responsibilities at this time. I sincerely apologize for any inconvenience my immediate departure may cause.

I will do my best to assist with the transition remotely if needed or provide any information required to help reassign my responsibilities. Please let me know how I can assist in this regard.

Thank you for the support and opportunities provided to me during my time at [Company Name]. I deeply value my experiences here and hope to maintain a positive relationship in the future.

Sincerely,

[Your Name]