

IMMEDIATE RESIGNATION LETTER

From: _____
Address: _____
Phone: _____
E-Mail: _____

Date: _____

To: _____
Address: _____
Phone: _____
E-Mail: _____

Dear _____,

Subject: Immediate Resignation

Dear [Recipient's Name],

I am writing to inform you of my immediate resignation from my position as [Your Position] at [Company Name], effective immediately [Today's Date].

This decision was made after careful consideration, and I apologize for any inconvenience it may cause due to its sudden nature. Urgent circumstances require my immediate attention, necessitating my resignation.

I appreciate the opportunities and experiences at [Company Name], and I'm thankful for the support and camaraderie of my colleagues.

I am committed to ensuring a smooth transition and am available to assist in any way possible during this period. Please let me know how I can best facilitate the handover of my responsibilities.

Thank you for your understanding.

Sincerely,

Signature: _____ Print name: _____