

Immediate Resignation Letter Example with Apology for Breach of Contract

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective immediately. I sincerely apologize for not providing advance notice as stipulated in my employment contract.

Regrettably, due to [briefly state reason, if appropriate, e.g., unforeseen personal circumstances], I am unable to fulfill the contractual notice period, thus breaching the terms of my agreement. I deeply regret any inconvenience or disruption my sudden departure may cause to the team and the organization.

Please accept my heartfelt apology for the breach of contract and for any challenges this may create. I value the opportunities and support I have received during my time at [Company Name] and assure you that this decision was not made lightly.

To help alleviate the impact of my immediate resignation, I am committed to assisting in any way possible to ensure a smooth transition, such as compiling handover documents or answering any urgent queries remotely.

Thank you for your understanding and for the opportunities I have had to grow with [Company Name]. I hope to maintain a positive relationship and wish the team continued success.

Sincerely,
[Your Name]