

Immediate Resignation Letter with Apology for Sudden Departure Sample

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective immediately. I sincerely apologize for the sudden nature of my departure and for any inconvenience this may cause to the team and the organization.

This was an extremely difficult decision prompted by unforeseen circumstances that require my immediate attention. I deeply regret any disruption this may bring and am truly sorry for not being able to provide adequate notice.

I would like to express my heartfelt gratitude for the opportunities, support, and guidance I have received during my time at [Company Name]. I have learned and grown professionally, and I am appreciative of the experience gained here.

Please let me know if there is anything I can do to assist in the transition process. I am willing to help in any way possible to ensure a smooth handover of my responsibilities.

Thank you for your understanding. I wish the company continued success and hope to stay in touch in the future.

Sincerely,
[Your Name]