

Immediate Resignation Letter for Personal Reasons

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

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

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company's Name], effective immediately. Due to unforeseen personal circumstances, I am unable to continue my employment and must step down without the standard notice period.

This decision was not made lightly, and I deeply regret any inconvenience my immediate departure may cause. I want to express my sincere gratitude for the opportunities and support provided to me during my time here. Working with you and the team has been a valuable experience, and I appreciate the guidance and encouragement I have received.

I will do my best to ensure a smooth transition and am available to assist in handing over my responsibilities as needed.

Thank you for your understanding, and I hope to maintain a positive relationship in the future. Please let me know if there is any paperwork or formalities I should complete.

Sincerely,
[Your Name]