

Immediate Resignation Letter Template (with Apology for Abrupt Departure)

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Position]

[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 abrupt nature of my departure and for any inconvenience this may cause to you and the team.

This decision was not made lightly, and unforeseen circumstances have left me with no alternative but to step down without providing the customary notice period. I deeply regret not being able to provide more time for a smooth transition.

I want to express my gratitude for the opportunities and support I have received during my tenure at [Company Name]. Working with you and the team has been a valuable experience, and I appreciate the guidance and encouragement offered to me.

Please let me know if there is anything I can do remotely to help ease this transition. Thank you once again for your understanding, and I apologize sincerely for any disruption my immediate resignation may cause.

Wishing [Company Name] continued success.

Sincerely,

[Your Name]