

Resignation Letter with Immediate Effect for Personal Reasons

[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. This decision comes after careful consideration of personal circumstances that unfortunately require my urgent and undivided attention, and I am unable to continue fulfilling my professional responsibilities at this time.

Please accept my sincere apologies for not being able to provide the customary notice period. I deeply appreciate the opportunities, support, and guidance I have received during my tenure with [Company Name]. I value the time spent working alongside you and my colleagues, and I am grateful for the professional growth I have experienced here.

I request your understanding regarding the immediacy of my resignation and would be grateful for any support you can offer during this transition. I am willing to assist in handing over my current responsibilities in any way I can during my remaining time.

Thank you again for the opportunities and understanding. I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]