

Resignation Letter Sample with Immediate Effect Due to Relocation

This resignation letter sample with **immediate effect due to relocation** provides a clear and professional template for employees who need to leave their current position promptly because they are moving to a new location. It emphasizes courteous communication, brief explanation for the abrupt notice, and expresses gratitude towards the employer, ensuring the transition is handled respectfully despite the urgency caused by relocation circumstances.

Date: [Your Date]

To,
[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective immediately, due to unforeseen relocation requirements.

I regret that I am unable to provide the standard notice period in light of the urgency of my move. Please accept my sincere apologies for any inconvenience this may cause. I want to express my heartfelt gratitude for the opportunities and support I have received during my time at [Company Name].

I am committed to assisting in the transition process as much as possible, even within the limited timeframe available.

Thank you once again for your understanding and support. I hope to keep in touch and wish the company continued success in the future.

Yours sincerely,
[Your Name]