

Short Resignation Letter for Personal Reasons (Without Notice Period)

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

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

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company Name], effective immediately, due to personal reasons.

I apologize for not being able to provide notice; however, my current circumstances require that I step down right away. I truly appreciate the opportunities and experiences I have had during my time here, and I am grateful for your support and understanding.

Please let me know how I can assist in this transition. Thank you for everything.

Sincerely,
[Your Name]