

# Formal Resignation Letter with Immediate Effect and Notice Period Waiver

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

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

Subject: Resignation with Immediate Effect and Notice Period Waiver Request

Dear [Recipient's Name],

I am writing to formally resign from my position as **[Your Position]** with **[Company Name]**, effective immediately.

Due to **[briefly state reason, e.g., unforeseen personal circumstances]**, I am unable to continue my employment or serve the standard notice period as outlined in my employment contract. I hereby request a waiver of the required notice period and kindly ask for your understanding and support in this matter.

I assure you that this decision was not made lightly and I deeply appreciate the opportunities, guidance, and support provided by you and the entire team during my tenure at **[Company Name]**. In my remaining time, I am committed to assisting in the handover of my responsibilities to ensure a smooth transition.

Please let me know if there are any formalities to complete or any further information required from my side. I would be grateful if you could confirm the acceptance of my immediate resignation and the waiver of the notice period in writing.

Thank you once again for your understanding.

Sincerely,  
[Your Name]