

## **Simple 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 sincerely appreciate the opportunities and support I have received during my time at the company. I have enjoyed working with you and the team, and I am grateful for the valuable experiences gained.

I apologize for any inconvenience caused by my sudden departure and kindly ask for your understanding of my situation. Please let me know if there is anything I can do to help with the transition.

Thank you again for your support and consideration.

Sincerely,  
[Your Name]