

Simple Resignation Letter Sample for Personal Reasons – Effective Immediately

[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],

Please accept this letter as formal notification of my resignation from my position at [Company Name], effective immediately. Due to unforeseen personal reasons, I am unable to continue in my role and must step down without the standard notice period.

I apologize for any inconvenience my immediate departure may cause and appreciate your understanding during this time. I am grateful for the opportunities and experiences I have gained during my employment with [Company Name].

Thank you for your support and consideration. Please let me know if there is anything I can do to help during the transition.

Sincerely,
[Your Name]