

Sample Resignation Letter with Immediate Notice Period

A **sample resignation letter with immediate notice period** provides a clear and concise template for employees who need to resign from their position without serving the customary notice period. This letter typically includes a brief explanation, gratitude for the opportunity, and a formal statement of resignation effective immediately. It helps maintain professionalism while addressing urgent or unforeseen circumstances that require prompt departure from the job.

Template

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

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective immediately. Due to unforeseen circumstances, I am unable to serve the standard notice period and must leave my position at once.

I sincerely appreciate the opportunities for personal and professional growth that I have experienced during my time here. Thank you for your understanding and support in this matter.

Please let me know if there is anything I can do to ensure a smooth transition. I wish the team and the company continued success.

Sincerely,
[Your Name]