

## Resignation Letter Template (Immediate Effect - Personal Reasons)

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

[Recipient's Name]  
[Their Position]  
[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.

This decision was not made lightly, but circumstances require my immediate departure. I am grateful for the opportunities and experiences I have gained during my time at [Company Name].

I apologize for any inconvenience caused and am willing to assist in the transition process as much as possible given the urgency of my resignation.

Thank you for your understanding and support. I wish the company continued success in the future.

Sincerely,  
[Your Name]