

Immediate Resignation Letter with Apology for Personal Reasons

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

[Recipient Name]
[Recipient Title/Position]
[Company/Organization 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. I deeply regret that I am unable to provide advance notice due to unforeseen personal circumstances that require my immediate attention.

I sincerely apologize for the abrupt nature of my resignation and for any inconvenience this may cause to you and the team. Please understand that this decision was not made lightly, and I am truly grateful for the support, opportunities, and experiences I have had during my time with [Company Name].

I am committed to assisting in any way I can during this transition period, including providing guidance or documentation to help ease the handover of my responsibilities.

Thank you once again for the trust and encouragement I have received. I hope to maintain a positive relationship moving forward.

Sincerely,
[Your Name]