

# Immediate Resignation Letter Sample with Apology for Short Notice

[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. I sincerely apologize for the short notice and any inconvenience my sudden departure may cause.

This decision was not made lightly, and unforeseen personal circumstances have left me with no other option but to step down without providing the customary notice period. I deeply regret any disruption this may cause to the team and the organization.

I would like to express my genuine gratitude for the opportunities and experiences I have gained during my time with [Company Name]. It has been a privilege to work with such an outstanding team, and I appreciate all the support and guidance I have received.

Please let me know how I can assist in making this transition as smooth as possible, even given the limited time. I am willing to help in any way feasible to ease the process.

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

Sincerely,  
[Your Name]