

Resignation Letter with Immediate Effect and Reference Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally tender my resignation from my position as [Your Position] at [Company Name], effective immediately. Due to unforeseen personal circumstances, I am unable to provide the usual notice period and must leave my position without delay.

I want to express my sincere gratitude for the opportunities I have had during my time at [Company Name]. I have greatly appreciated working with you and the rest of the team, and I am thankful for all the support and guidance I have received.

I kindly request your support in providing me with a professional reference, which would be invaluable as I seek new opportunities. I hope you can attest to my skills, work ethic, and the contributions I have made while at [Company Name].

Please let me know if there are any formalities or tasks that I can assist with during this transition, even from afar.

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

Sincerely,

[Your Name]