

Resignation Letter for Personal Reasons (Immediate Effect)

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

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

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective immediately, due to personal reasons.

I understand that this decision comes without the standard notice period, and I sincerely apologize for any inconvenience my immediate departure may cause. Circumstances beyond my control require my urgent attention, and I must prioritize my personal obligations at this time.

I would like to express my gratitude for the opportunities for growth and development I have received during my time at [Company Name]. It has been a privilege to work with such a dedicated team, and I appreciate all the support and guidance I have received.

Please let me know how I can assist during this transition to ensure a smooth handover of my responsibilities.

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

Sincerely,
[Your Name]