

Resignation Letter Sample with Immediate Effect

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], with immediate effect, effective today, [Date].

Due to unforeseen personal circumstances, I am unable to continue fulfilling my responsibilities and must leave my position without the customary notice period. I apologize for the inconvenience caused and I assure you that this decision was not made lightly.

I would like to take this opportunity to thank you and the team at [Company Name] for the support, guidance, and learning opportunities provided to me during my tenure.

Please let me know if there are any formalities I should complete before my departure. I am willing to assist in the transition in any way feasible during my remaining time.

Thank you for your understanding.

Sincerely,
[Your Name]