

Employee Resignation Letter Template (Without Notice Period Requirement)

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

[Recipient's Name]
[Recipient's Title/Position]
[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], effective immediately. Due to unforeseen circumstances, I am unable to provide advance notice and must request release from my duties without serving a notice period.

I appreciate the opportunities for personal and professional growth that I have received during my time at [Company Name]. I am grateful for the support and encouragement that has been extended to me by you and the entire team.

I will do my utmost to ensure a smooth transition and will promptly return any company property in my possession. Please let me know if there are any final procedures or documentation that need my attention.

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

Sincerely,
[Your Name]