

Immediate Resignation Letter Example with Sincere Apology

[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], effective immediately. I deeply apologize for the short notice and sincerely regret any inconvenience this may cause to you and the team.

This decision was not made lightly, and unforeseen personal circumstances require my immediate attention. I fully understand that my abrupt departure may create challenges, and I am truly sorry for the disruption it may cause.

I want to express my genuine gratitude for the opportunities, support, and guidance I have received during my time here. Working at [Company Name] has been a valuable experience, and I appreciate the chance to be a part of such a wonderful team.

Please let me know if there is anything I can do to ease the transition, even in this limited capacity. Thank you for your understanding and consideration.

Sincerely,
[Your Name]