

# Immediate Resignation Letter Template for Personal Reasons

Below is a sample template you can use for an immediate resignation letter due to personal reasons:

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

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

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective immediately, due to personal reasons that require my urgent attention.

This decision was not made lightly, and I apologize for any inconvenience my sudden departure may cause. I am grateful for the opportunities and support I have received during my time at [Company Name]. Working with you and the team has been a valuable experience, and I appreciate all the growth and development I have gained here.

Please let me know how I can assist during this transition period. I wish the company continued success in the future.

Sincerely,  
[Your Name]

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**Note:** Replace the content in brackets with your personal details and relevant information.