

Resignation Letter with Apology for Breach of Contract

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

[Recipient Name]
[Recipient 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 [Last Working Day, e.g., two weeks from today].

I sincerely apologize for any inconvenience or disruption my departure may cause, especially as it constitutes a breach of the contractual agreement I signed upon joining the company. I deeply regret that unforeseen personal circumstances have made it impossible for me to fulfill the terms of my contract.

Please know that this decision was not made lightly, and I fully understand the gravity of leaving prior to the agreed-upon end date. I am truly sorry for any negative impact this may have on the team and projects in progress.

I am extremely grateful for the opportunities I have received at [Company Name], and I appreciate the support and guidance provided during my tenure. I have learned a great deal and have enjoyed working with such a dedicated group of professionals.

I am committed to ensuring a smooth transition and am willing to assist in whatever way I can during my remaining time, including training a replacement or handing over outstanding tasks.

Thank you again for your understanding. I offer my sincerest apologies for not being able to fulfill my contractual obligations and hope this will not affect our professional relationship moving forward.

Sincerely,
[Your Name]