

Immediate Resignation Letter Sample for Urgent Relocation

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective immediately, due to an urgent and unforeseen relocation requirement.

This decision was not made lightly, and the abrupt nature of my departure is due to circumstances beyond my control. I deeply regret any inconvenience my immediate resignation may cause and sincerely appreciate the understanding of the team during this transition.

I want to express my gratitude for the opportunities for growth and learning I have received during my time at [Company Name]. It has been a pleasure working with you and the team.

I am committed to assisting in any way possible to ensure a smooth handover of my responsibilities, despite the urgency of my departure. Please let me know how I can help make the transition as seamless as possible.

Thank you once again for your understanding and support. I hope to stay in touch and wish the team continued success in the future.

Sincerely,

[Your Name]

[Your Contact Information]

[Date]