

## Immediate Resignation Letter Sample with Apology for Inconvenience Caused

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] with [Company Name], effective immediately. This was a difficult decision, and I sincerely apologize for the lack of advance notice and any inconvenience my sudden departure may cause to you, the team, and the organization.

I understand that this immediate resignation may disrupt normal operations, and I am truly sorry for any challenges this may create. Please be assured that this decision was made due to unforeseen personal circumstances that require my urgent attention. I have great respect for the company and deeply appreciate the opportunities and support provided during my tenure.

I will do my best to facilitate the transition process, including returning company property and assisting in any way possible over the coming days. If there are outstanding tasks or specific instructions you would like me to complete before my departure, please let me know.

Thank you once again for your understanding and support. I am grateful for the time I have spent at [Company Name] and wish the team continued success.

Sincerely,  
[Your Name]