

This **immediate resignation letter sample for urgent personal reasons** provides a clear and professional template for employees who need to resign from their position without delay due to unforeseen personal circumstances. It helps convey the urgency respectfully while maintaining a positive tone, ensuring clarity in communication and preserving professional relationships during a difficult situation.

Immediate Resignation Letter Sample

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

[Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective immediately, due to urgent personal reasons that require my immediate attention. This decision was not made lightly, and I sincerely apologize for any inconvenience my sudden departure may cause.

I appreciate all the opportunities and experiences I have gained during my time at [Company Name]. I am truly grateful for your support and guidance throughout my tenure here. I will do everything I can to assist in the transition process during my brief remaining time to ensure as smooth a handover as possible.

Thank you for your understanding during this difficult time. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]