

Immediate Resignation Letter with Notice Period Buyout

Date: [Your Date]

To,
[Recipient's Name]
[Recipient's Designation]
[Company Name]
[Company Address]

Subject: Immediate Resignation with Notice Period Buyout

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective immediately. Due to [briefly mention reason for immediate resignation, e.g., personal/emergency/unavoidable circumstances], I am unable to serve the notice period as stipulated in my employment contract.

In accordance with company policy and my contract, I hereby request to buy out my notice period. I am willing to compensate the company financially for the notice period as per the terms discussed. Kindly provide the necessary details regarding the calculation and payment process for the notice period buyout, so I may ensure a seamless transition.

I sincerely appreciate the opportunities and support extended to me during my tenure at [Company Name]. Please let me know if there are any formalities or pending tasks that I can address promptly before my departure.

Thank you for your understanding and support.

Yours sincerely,
[Your Name]
[Your Employee ID, if applicable]
[Your Contact Information]