

Immediate Resignation Letter for Part-Time Job

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective immediately. Due to unforeseen personal circumstances, I am unable to continue working and regret that I am unable to provide the usual notice.

I want to express my sincere gratitude for the opportunities and experiences I have gained during my time here. Working at [Company Name] has been a valuable part of my personal and professional growth.

I apologize for the abrupt nature of my resignation and for any inconvenience it may cause. I am committed to assisting in any way possible to ensure a smooth transition and will do my best to wrap up any outstanding tasks before my departure.

Thank you again for your understanding and support.

Sincerely,

[Your Name]