

Immediate Resignation Letter Sample with Apology for Workplace Conflict

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

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective immediately. I recognize that leaving without standard notice is not ideal, and I sincerely apologize for any inconvenience this may cause.

I also wish to express my deepest apologies for the recent conflict that occurred in the workplace. I regret any discomfort or misunderstanding that my actions or words may have caused. It was never my intention to disrupt the working environment or make any colleagues feel uncomfortable. I take full responsibility for my part in the situation and am committed to learning from this experience.

I am grateful for the opportunities I have had during my time at [Company Name], and I appreciate the support and guidance I have received from my teammates and supervisors. Please let me know how I can help to make this transition as smooth as possible.

Thank you for your understanding and consideration.

Sincerely,
[Your Name]