

Immediate Resignation Letter Sample for Government Officer

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

[Recipient's Name]
[Recipient's Title]
[Department/Office Name]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] with [Department/Office Name], effective immediately.

Due to urgent personal circumstances that require my immediate attention, I am unable to continue my duties and must step down without completing the customary notice period. I sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter.

I would like to express my gratitude for the opportunities I have been given during my tenure with the department. It has been a privilege to serve alongside my colleagues in pursuit of the organization's important goals.

Please advise me on any outstanding procedures I should complete to ensure a smooth transition. Thank you for your support and consideration.

Sincerely,
[Your Name]