

Resignation Letter Format Without Serving Notice Period

A **resignation letter format without serving notice period** is a formal document used by employees who intend to leave their job immediately, without fulfilling the customary notice period. This letter should be clear, concise, and professional, expressing gratitude for the opportunities provided, while politely requesting to waive the notice period due to urgent or unavoidable circumstances. It is important to maintain a respectful tone and offer assistance in a smooth transition despite the immediate departure, ensuring that the resignation is handled amicably and with proper communication to the employer.

Sample Resignation Letter Without Serving Notice Period

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Designation]
[Company Name]
[Company Address]
Subject: Resignation Letter Without Serving Notice Period
Dear [Recipient Name],
I am writing to formally resign from my position as [Your Position] at [Company Name], effective immediately. Due to some urgent personal reasons, I am unable to serve the standard notice period.
I would like to express my gratitude to you and the entire team at [Company Name] for the opportunities and support provided during my tenure. It has been a pleasure working here.
I am willing to assist in the transition process in any way possible to ensure a smooth handover of my responsibilities, even though my departure is immediate. I kindly request your understanding and support.
Thank you for your understanding and support.
Yours sincerely,
[Your Name]