

Resignation Letter Sample with Immediate Effect (Without Notice Period)

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

[Recipient Name]
[Recipient Designation]
[Company Name]
[Company Address]
[City, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], with immediate effect. Due to unforeseen personal circumstances, I am unable to continue my employment or serve the standard notice period as required.

I sincerely apologize for any inconvenience my immediate departure may cause and appreciate your understanding of my situation. I am willing to assist in any way possible to facilitate a smooth transition.

Thank you for the opportunities and support provided during my tenure at [Company Name]. I wish the team continued success in the future.

Yours sincerely,
[Your Name]