

Sample Resignation Letter with Immediate Effect and No Notice

Date: [Insert Date]

Dear [Manager'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 provide the standard notice period and must leave my position at once.

I sincerely apologize for any inconvenience this may cause and appreciate your understanding regarding the urgency of my decision.

I am grateful for the opportunities and support I have received during my time at [Company Name]. It has been a pleasure working with you and the team.

Please let me know if there are any formalities I should complete or if there is anything I can do to ensure a smooth transition.

Thank you once again for your understanding.

Sincerely,
[Your Name]