

Subject: Resignation - [Your Name]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, e.g., immediately or in two days]. Due to unforeseen personal reasons, I am unable to provide more notice, and I sincerely apologize for any inconvenience this may cause.

I am grateful for the opportunities and support I have received during my time at [Company Name]. I appreciate your understanding and will do my best to ensure a smooth transition before my departure.

Thank you once again for your guidance and support.

Sincerely,
[Your Name]