

Date: [Insert Date]

To,
[Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Resignation with Immediate Effect and Request for Experience Certificate

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Designation] at [Company Name], with immediate effect, due to urgent [personal/professional] reasons. This has been a difficult decision, but circumstances require me to step down without serving the standard notice period.

I am grateful for the opportunities, guidance, and support I have received during my tenure here. Working at [Company Name] has greatly contributed to my professional and personal growth, and I appreciate the trust and confidence placed in me.

I kindly request you to relieve me of my responsibilities effective immediately and to process all relevant clearances at the earliest.

Additionally, I would appreciate it if you could provide me with an experience certificate reflecting my tenure and contributions at [Company Name]. This document will be invaluable for my future career prospects and documentation.

Please let me know if there are any formalities I need to complete prior to my departure.

Thank you once again for your understanding and support.

Yours sincerely,
[Your Name]
[Employee ID, if applicable]
[Contact Number]
[Email Address]