

Resignation Letter Sample for Emergency Resignation (No Notice)

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

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

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective immediately. Due to unforeseen personal circumstances that require my immediate attention, I am unable to provide advance notice.

I sincerely apologize for any inconvenience my abrupt departure may cause and want to express my gratitude for the opportunities, guidance, and support you and the team have provided during my time here.

If possible, I am willing to assist remotely in the transition process over the coming days to ensure a smooth handover of my responsibilities.

Thank you for your understanding. I am truly grateful for my experience at [Company Name] and wish you and the team continued success.

Sincerely,
[Your Name]