

## Immediate Resignation Letter Sample (No Notice Period)

An **immediate resignation letter sample with no notice period** provides a concise and professional template for employees who need to leave their job without serving the standard notice. It clearly communicates the decision to resign effective immediately, explaining any urgent reasons if necessary, while maintaining a respectful and courteous tone to preserve workplace relationships and professional reputation.

### Sample Immediate Resignation Letter

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

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

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective immediately.

Due to unforeseen personal circumstances, I am unable to provide the standard notice period and must step down from my role right away. I apologize for any inconvenience this may cause and assure you that I appreciate the opportunities for growth and development I have received during my time at [Company Name]. Please let me know if there is anything I can do to assist during the transition process.

Thank you for your understanding.

Sincerely,

[Your Name]