

# Resignation Letter Sample with Immediate Effect Due to Personal Reasons

This **resignation letter sample with immediate effect due to personal reasons** provides a concise and professional template for employees who need to resign abruptly. It emphasizes clear communication of the decision while maintaining respect and gratitude towards the employer. This sample helps individuals articulate their reasons for leaving without disclosing excessive details, ensuring a smooth transition despite the urgency. It serves as a useful guide to drafting a respectful resignation letter under challenging personal circumstances.

## Sample Resignation Letter

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

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

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective immediately, due to personal reasons that require my urgent attention.

I apologize for the short notice and any inconvenience this may cause. I am grateful for the opportunities and support I have received during my time with the company. Working with you and the team has been a valuable experience, and I deeply appreciate your understanding.

Please let me know how I can assist in ensuring a smooth transition. Thank you for your support and consideration.

Sincerely,  
[Your Name]