

24 Hours Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Position/Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. It is with a mix of emotions that I am writing to inform you of my decision to resign from my position at [Company Name]. After careful consideration, I have come to the conclusion that it is in my best interest to step down from my role effective immediately.

I apologize for the short notice, as I understand the inconvenience this may cause. Circumstances beyond my control have led me to this decision, and I believe it is crucial to act promptly to ensure a smooth transition for the company and my colleagues.

During my tenure at [Company Name], I have had the privilege of working alongside a dedicated and talented team. I am grateful for the opportunities I've been given and the support I've received throughout my time here.

Over the next 24 hours, I am committed to completing any pending tasks that can help facilitate a seamless handover of my responsibilities. I am willing to assist in training my replacement or provide any necessary information to ensure the continued success of the projects I've been involved in.

I value the relationships I have built during my time at [Company Name] and sincerely hope that we

can maintain a positive connection in the future.

Please consider this letter as my formal notice, as required by my employment contract. I am open to discussing the details of my departure and will be available for an exit interview if necessary.

Thank you for the support, guidance, and camaraderie I have experienced at [Company Name]. I wish the organization continued success and prosperity.

Sincerely,

[Your Name]