

Professional Resignation Letter

Subject: Immediate Resignation Notice

Dear [Manager Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective within 24 hours of this notice.

This decision was not made lightly, but due to unforeseen personal circumstances, I am unable to continue in my role. I will do my best to ensure a smooth handover of my responsibilities within the limited time available.

Thank you for the opportunities and support provided during my tenure.

Sincerely,

[Your Name]

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