

Heartfelt Resignation Letter

Subject: Immediate Resignation

Dear [Manager Name],

It is with deep regret that I submit my resignation from my position at [Company Name], effective within 24 hours. Personal matters require my immediate attention and prevent me from continuing in my role.

I am sincerely grateful for the guidance, mentorship, and camaraderie during my time here. I apologize for the abrupt notice and hope for your understanding.

Warm regards,

[Your Name]

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