

Formal Resignation Letter

Subject: Immediate Resignation from [Position]

Dear [Manager Name],

I hereby tender my resignation from my position as [Your Position] at [Company Name], effective 24 hours from the time of this letter.

Due to unavoidable personal reasons, I am compelled to resign immediately. I will ensure all critical tasks are handed over promptly.

Thank you for the opportunities provided during my employment.

Respectfully,

[Your Name]

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