

Professional formal abrupt resignation

Subject: Immediate Resignation Notification

Dear [Manager Name],

I am writing to formally resign from my position as [Position] at [Company Name], effective immediately. Due to unforeseen circumstances, I am unable to continue my duties and must leave without serving the standard notice period.

I apologize for any inconvenience caused and am willing to assist remotely to ensure a smooth transition where possible. I appreciate the opportunities I have had during my tenure.

Sincerely,

[Your Name]

[Position]

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