

Short and concise abrupt resignation email

Subject: Immediate Resignation

Hi [Manager Name],

I regret to inform you that I must resign from my position at [Company Name] effective immediately due to unforeseen personal reasons. I apologize for the short notice and appreciate your understanding.

Thank you for the opportunity.

Best,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/abrupt-resignation-letter>