

# Forced Resignation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Job Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing this letter to formally submit my forced resignation from my position as [Your Job Title] at [Company/Organization Name], effective [Last Working Day - typically two weeks from today's date].

This decision was not arrived at lightly, as I have thoroughly enjoyed my time working with the company and have always been committed to its success. However, due to circumstances beyond my control, it has become clear that my continued employment here is no longer tenable.

I understand that the organization has reasons for making this decision, and while I may not fully agree with them, I respect the process. I would like to express my gratitude to [Supervisor's Name] and the rest of the team for the support, guidance, and camaraderie they provided throughout my tenure.

In the coming weeks, I am prepared to assist in the transition process to ensure a smooth handover of my responsibilities. Please let me know how I can best facilitate this process.

I also request information on the final paycheck, any outstanding benefits, and the return of

company property. I expect all my dues to be settled as per the company's policy and labor laws.

While I am disappointed that my time at [Company/Organization Name] has come to an end under these circumstances, I am optimistic about the new opportunities that lie ahead. I am committed to maintaining a professional approach during this transitional period and beyond.

Thank you once again for the experiences and opportunities I have had while working with [Company/Organization Name]. I wish the organization continued success and growth in the future.

Sincerely,

[Your Name]