

Quick Notification Forced Resignation Email

Subject: Immediate Action Required: Resignation

Hi [Employee Name],

This is to inform you that your resignation is required to take effect from [Date] due to [Reason].

Please complete all handover procedures and return company assets promptly. Further instructions will be provided by HR.

Regards,

[Manager Name]

[Position]

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