

Immediate Resignation Letter Due To Personal Reasons

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position/Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to inform you of my immediate resignation from my position at [Company/Organization Name]. I have carefully considered this decision, and it is with a heavy heart that I must tender my resignation due to personal reasons.

This was not an easy decision for me to make, as I have thoroughly enjoyed my time working with [Company/Organization Name]. I have learned and grown both personally and professionally during my tenure here, and I am grateful for the opportunities and experiences that I have had.

I understand that my abrupt departure may cause inconvenience, and I apologize for any disruption it may cause to the team and ongoing projects. I am committed to ensuring a smooth transition during my notice period, and I am willing to assist in the handover of my responsibilities to a suitable replacement.

I sincerely appreciate the support and camaraderie I have received from my colleagues and the guidance from my superiors. Please know that my decision to resign is not a reflection of my dissatisfaction with the company or its management. Instead, it is solely based on personal

circumstances that require my immediate attention.

I will ensure that all pending tasks and outstanding work are completed to the best of my ability before my last day, which I propose to be [last working day]. If necessary, I am willing to discuss the possibility of extending my notice period to facilitate a seamless transition.

Please let me know the appropriate steps to follow and the necessary paperwork to formalize my resignation. I will be more than willing to complete any formalities required by the company.

Thank you for your understanding and support during this time. I hope my departure does not cause any undue inconvenience, and I wish the team continued success in all their endeavors.

Sincerely,

[Your Name]