

Formal resignation due to personal reasons

Subject: Immediate Resignation Notice

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective immediately. Due to pressing personal reasons, I am unable to continue my duties and must step down without the standard notice period.

I apologize for the abruptness of this decision and any inconvenience it may cause. I am grateful for the opportunities, support, and experience I have gained during my time with the company. Please let me know how I can assist with transitioning my responsibilities smoothly despite my immediate departure.

Thank you for your understanding and support during this difficult time.

Sincerely,

[Your Name]

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