

Quick and informal resignation email

Subject: Resignation Effective Immediately

Hi [Manager's Name],

I wanted to let you know that I need to resign from my role at [Company Name], effective today.

Personal matters have come up that I must focus on right away, and I can't continue working at this time.

I appreciate everything I've learned here and thank you for the support and guidance you've given me. I regret that I can't provide notice, but I hope you'll understand.

Best,

[Your Name]

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