

Immediate Resignation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Position/Title]

[Company 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 Name]. This decision was not taken lightly, and I have carefully considered the implications and consequences before coming to this conclusion.

Over the past [duration], I have had the opportunity to work with an exceptional team and contribute to the success of [Company Name]. However, due to personal reasons [or other reasons you may want to mention], I have decided that it is in my best interest to step down from my role with immediate effect.

I understand that this abrupt departure may cause inconvenience, and I apologize for any disruption it may cause to the team and the company. I am committed to ensuring a smooth transition during this period. I am willing to assist with the handover of my responsibilities and provide any necessary documentation to help facilitate this process.

I genuinely appreciate the support and opportunities I have received during my tenure at [Company Name]. It has been a valuable learning experience, and I am grateful for the friendships and

professional connections I have made.

Please consider this letter as my formal notice, and my last working day will be [last working day date, typically two weeks from the date of the letter]. I will ensure that any pending projects or tasks are completed to the best of my ability before my departure.

If there are any formalities or procedures required from my end during this transition, please let me know, and I will ensure they are completed promptly.

Thank you once again for the understanding and cooperation. I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]