

Immediate resignation but offering temporary remote support

Subject: Immediate Resignation with Remote Assistance

Dear [Manager's Name],

I regret to inform you that I must resign from my role at [Company Name], effective immediately. I realize this may leave an unexpected gap in responsibilities. While I cannot remain on-site, I am willing to provide remote assistance for a short period to help ease the transition.

Thank you for the opportunities and for your understanding.

Sincerely,

[Your Name]

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