

Resignation Letter Due to Unforeseen Circumstances

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Designation]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. It is with a heavy heart that I am writing to submit my resignation from my position as [Your Job Title] at [Company Name]. I deeply regret that unforeseen circumstances have compelled me to make this difficult decision.

Over the years, I have been grateful for the opportunities provided to me by [Company Name], and I have cherished the experiences and memories gained while working with an exceptional team. However, recent personal challenges have arisen, requiring my immediate attention and focus, leaving me with no choice but to step down from my current role.

I have taken great pride in contributing to the success and growth of the company during my tenure. I am committed to ensuring a smooth transition during my notice period, which I am willing to serve according to the standard policies outlined in my employment contract.

I want to express my sincerest gratitude to you, the management, and my colleagues for the support, encouragement, and camaraderie that I have received throughout my time here. Your understanding during this challenging time is immensely appreciated.

Please consider this letter as my formal two-week notice, and my last working day will be [Last Working Day], providing ample time for an orderly handover of my responsibilities. I am more than willing to assist in any way possible to ensure a seamless transition for my replacement and the continuity of important projects.

Thank you again for everything, and I genuinely hope that our paths may cross again in the future under more favorable circumstances. I wish [Company Name] and the entire team continued success and prosperity.

Sincerely,

[Your Name]