### horizontal line**Two Weeks Notice Resignation Letter with Immediate Effect**

**[Your Name]**[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Recipient’s Name]**[Recipient’s Position]  
[Company’s Name]  
[Company’s Address]  
[City, State, ZIP Code]

**Subject: Resignation with Immediate Effect**

Dear [Recipient’s Name],

I am writing to formally resign from my position at [Company’s Name], effective immediately due to unforeseen circumstances. Although I had hoped to provide a two-week notice, the situation requires that I step down immediately.

I understand the inconvenience this may cause, and I deeply regret any disruption my departure may create. I am available to discuss the transition of my responsibilities and am more than willing to assist remotely if possible.

Thank you for your understanding and for the experiences I have had at [Company’s Name]. I am hopeful we can remain in touch, and I look forward to the possibility of working together again in the future.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]