
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]