
Immediate Letter of Resignation Template

Heading

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Addressee

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Opening

Subject: Immediate Resignation

Body

Dear [Recipient's Name],

I am writing to inform you of my decision to resign from my position at [Company's Name], effective immediately. This decision has not been easy and

comes after careful consideration; however, due to unforeseen circumstances, I am unable to continue my duties.

I am aware of the challenges my immediate departure might cause to the team and the projects. I sincerely apologize for the inconvenience this may cause and am more than willing to assist in the transitional process over the next few days, remotely.

Thank you for the opportunities for professional and personal development that you have provided me during my time at [Company's Name].

Closing

Best regards,

[Your Name]