

# Immediate Letter of Resignation for Personal Reasons

## 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 Due to Personal Reasons**

## Body

**Dear [Recipient's Name],**

**Please accept this letter as my formal resignation from [Your Position] at [Company's Name] effective immediately. After much deliberation, I have decided**

to take this step due to urgent personal reasons that require my immediate attention.

I regret the suddenness of my departure and hope it does not cause too much disruption. I am grateful for the supportive environment at [Company's Name], and I take with me the valuable experiences and lessons that I've learned during my tenure.

### Closing

Thank you for your understanding.

Yours sincerely,

[Your Name]