**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]**