Immediate Letter of Resignation for Personal Reasons

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### 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]**