Immediate Letter of Resignation No Notice

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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**

### **Body**

**Dear [Recipient’s Name],**

**Please accept this letter as notification of my immediate resignation from [Company’s Name]. Due to circumstances beyond my control, I am compelled to leave my position at once without providing a standard notice period.**

**I apologize for the abrupt nature of my departure and sincerely hope it does not cause undue hardship on the team or the ongoing projects. I have valued my time at [Company’s Name] and am thankful for the opportunities and experiences it has provided.**

### **Closing**

**Sincerely,**

**[Your Name]**