

Immediate Letter of Resignation No Notice

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]