Immediate Resignation Letter for Personal Reasons without Notice

Maria Thompson
123 Oak Lane
Springfield, IL 62704

March 28, 2024

Mr. James Anderson
Manager
ABC Corporation
456 Pine Street
Springfield, IL 62711

Dear Mr. Anderson,

I am writing to inform you of my immediate resignation from my position at ABC Corporation, due to urgent and unforeseen personal reasons. This decision was not made lightly, but after considerable reflection, I have realized that it is necessary for me to step away from my responsibilities without notice to address these matters effectively.

I understand the challenges my immediate departure may pose to the team and the company. Please be assured that this decision was made with deep consideration for the impact on all parties involved. I am committed to assisting in the transition process as best as I can under the circumstances, including providing detailed notes on my current projects and any other support that can be managed remotely.

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I am deeply grateful for the opportunities I have been given at ABC Corporation and for the supportive environment in which I have grown professionally and personally. I value the experiences and the relationships I have built here and hope to carry these lessons forward in my career.

Please consider this letter as my official resignation effective immediately. I will ensure all company property in my possession is returned promptly and will remain available to the best of my ability to facilitate a smooth transition.

Thank you for your understanding and support during this difficult time. I wish ABC Corporation continued success and hope to stay in touch in the future.

Sincerely,

Maria Thompson

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