Immediate Resignation Letter for Personal Reasons

Jane Doe
123 Maple Street
Springfield, IL 62704
Email: janedoe@example.com
Phone: (555) 123-4567
Date: [Insert Date]

Mr. John Smith
Manager
ABC Company
456 Oak Avenue
Springfield, IL 62705

Dear Mr. Smith,

I am writing to formally notify you of my resignation from my position at ABC Company, effective immediately. This decision has not been an easy one and comes after considerable thought and reflection. Due to unforeseen personal reasons that require my immediate attention, I find myself unable to continue to fulfill my duties with the dedication and enthusiasm that they deserve.

I understand that my sudden departure may cause inconvenience to my team and the company. Please be assured that this was not my intention. My circumstances are such that I cannot afford to provide a standard notice period. I am committed to assisting in the transition process as much as I am able within my current capacity. I can help remotely to train a replacement or to wrap up my current projects to the best of my abilities under these circumstances.

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I have truly enjoyed working with you and the team at ABC Company. I am grateful for the support, opportunities, and professional growth I have experienced during my time here. I am hopeful that my decision will be met with understanding and I wish ABC Company continued success in all its endeavors.

Please let me know the next steps in the offboarding process. I am ready to assist in any way possible to make this transition as smooth as can be under these conditions. Thank you for your understanding and support during this difficult time.

Sincerely,

Jane Doe

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