Immediate Resignation Letter without Notice

John H. Doe
123 Maple Street
Anytown, NY 12345
john.doe@example.com
March 28, 2024

Ms. Emily A. Smith
Director of Operations
ABC Corporation
456 Oak Avenue
Anytown, NY 12345

Dear Ms. Smith,

I am writing to inform you of my immediate resignation from my position at ABC Corporation, due to unforeseen personal circumstances that require my full attention. I understand that standard protocol suggests a two-week notice period, but regrettably, I am unable to fulfill this requirement.

I did not make this decision lightly. Over my time with ABC Corporation, I have grown both personally and professionally, and I am truly grateful for the opportunities and experiences I have had. I want to express my deepest appreciation for your leadership and support.

I am committed to ensuring a smooth transition and will do my utmost to assist in the handover of my responsibilities. I have prepared detailed documentation of my current projects and will be available for any necessary discussions to facilitate the handover to my successor.

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Please let me know the steps I should follow regarding the return of company property and any administrative procedures that need to be completed.

Thank you once again for the opportunity to be a part of ABC Corporation. I hope to leave on good terms, and I wish you and the team continued success.

Sincerely,

John H. Doe

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