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# Immediate Email Resignation Letter Example

Subject: Immediate Resignation - [Your Full Name]

Dear [Supervisor's Name],

I am writing to inform you of my immediate resignation from my role as [Your Position] at [Company Name]. Due to unforeseen personal circumstances, I must step down from my position effective immediately.

I understand the impact of this sudden decision and apologize for any inconvenience caused. I am committed to assisting in any way possible during the transition period.

I am grateful for the opportunities I've had at [Company Name] and appreciate your understanding in this matter.

Sincerely,

[Your Full Name]

[Your Contact Information]