
Immediate Notice Resignation Letter Example

Dear [Manager's Name],

Due to personal reasons that require my immediate attention, I must regretfully resign from my position at [Company Name], effective immediately.

I deeply value the time spent here and had hoped for a different conclusion to this chapter. Despite my sudden departure, I am willing to help remotely, answer questions, and provide insights to ensure a smoother transition.

I hope for understanding and am genuinely grateful for the experiences and opportunities granted to me.

Warm regards,
[Your Name]