
Resignation Letter For Personal Reasons with Immediate Effect

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

With a heavy heart, I must resign from my position at [Company Name] with immediate effect due to unforeseen personal circumstances.

I deeply regret the abrupt nature of this decision and any inconvenience it may cause. I am willing to provide any necessary support remotely to ease the transition.

Thank you for your understanding and compassion.

Best,

[Your Name]