
Immediate Resignation Letter for Personal Reasons

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Today's Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to resign immediately from my position as [Your Position] at [Company Name], due to urgent personal reasons that require my immediate attention and prevent me from fulfilling my duties.

I understand the challenges my sudden departure may cause and deeply regret any inconvenience. I am thankful for the support and opportunities provided to me during my tenure and hope for the company's understanding and support during this difficult time.

Please consider this letter as my formal resignation effective today. I am willing to assist in handing over my responsibilities as efficiently as possible within my current capacity.

Thank you for your understanding and support.

Warm regards,

[Your Name]