

# Email Resignation Letter

## Effective Immediately

**To:** [Manager's Email]

[Company Name]

[Company Address]

**Dear [Manager's Name],**

**Subject:** Immediate Resignation Notice

I regret to inform you that I must resign from my position as [Your Position] at [Company Name] with immediate effect due to unforeseen circumstances.

This decision was made with great difficulty, and I sincerely apologize for the sudden notice. I appreciate the opportunities I have had at [Company Name] and the support from my colleagues.

I will ensure that any outstanding work is documented and available for a smooth handover. Please let me know if there is anything urgent that needs my immediate attention before my departure.

Thank you for your understanding and support. I appreciate everything I have learned during my tenure.

**Best regards,**

[Your Name]

[Your Contact Information]