

# RESIGNATION LETTER EFFECTIVE IMMEDIATELY

To: \_\_\_\_\_

From: \_\_\_\_\_

Subject: Immediate Resignation

Dear [Manager's Name],

I am writing to formally resign my position as [Your Position] with [Company Name], effective immediately. Due to unforeseen circumstances, I am unable to provide the customary notice period.

Please consider this letter as my official notice of resignation, effective as of the date of this letter.

I acknowledge that my immediate resignation may cause inconvenience, and I sincerely apologize for any disruption this may cause to the team and the company.

I am committed to assisting in the transition to the best of my ability under the circumstances and am available to help with any necessary handover remotely.

Please let me know the procedure for the return of company property, final paycheck, and any other formalities that require my attention.

I am grateful for the opportunities and experiences I have gained during my tenure at [Company Name]. I appreciate the support and guidance provided by you and the team.

This decision has been difficult, but I believe it is in the best interest of all parties given the current situation.

I understand that under United States law, immediate resignation is permissible, although the company may enforce contractual obligations or policies related to notice and final settlements.

Please treat this letter as my final communication regarding my employment, unless otherwise requested.

Thank you for your understanding and cooperation.

Sincerely,

[Your Full Name]

[Your Contact Information]

**Employee Signature**

**Date**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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