

## Template 3: Sudden Exit Letter (Due to Unforeseen Circumstances)

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**[Your Name]**  
**[Your Address]**  
**[City, State, Zip Code]**  
**[Email Address]**  
**[Phone Number]**  
**[Date]**

**[Recipient Name]**  
**[Company Name]**  
**[Company Address]**  
**[City, State, Zip Code]**

Dear [Recipient Name],

I regret to inform you that due to unforeseen circumstances, I must resign from my position as an independent contractor, effective immediately. This decision was not easy and came after considerable thought about my current situation.

Although my departure is sudden, I am fully prepared to provide all necessary support to ensure a smooth transition. I have prepared detailed documentation of all my ongoing tasks and am willing to facilitate virtual meetings to hand over my responsibilities effectively.

Please accept my sincerest apologies for the inconvenience this may cause. I am immensely grateful for the opportunity to work with [Company Name] and have nothing but respect for the team and the management.

Thank you for your understanding and support during this challenging time. I hope to have the opportunity to collaborate with you again under different circumstances.

Sincerely,

[Your Name]