

Template 1: Immediate Resignation Letter for Personal Reasons

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally announce my resignation from [Company's Name], effective immediately. This decision was not made lightly and comes after careful consideration of personal circumstances that require my immediate attention.

I regret that I am unable to provide advance notice or assist with the transition period. I am deeply grateful for the opportunities for professional and personal development that you have provided me during my time here. I hope to leave on good terms and would appreciate your understanding and support.

Please let me know how I can assist in finalizing my duties and any outstanding work. I hope to maintain our professional relationship and look forward to how our paths might cross in the future.

Thank you for your understanding and guidance.

Sincerely,
[Your Name]