

[Your Name]
[Your Position]
[Department, if applicable]
[Contact Information]

[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]

Subject: Immediate Resignation Letter

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company/Organization Name], effective immediately.

I apologize for any inconvenience caused by the short notice and assure you that this decision was made due to unforeseen circumstances.

I am grateful for the opportunities and support provided to me during my tenure.

Please let me know if there are any formalities I need to complete prior to my departure.

Thank you for your understanding.

Sincerely,

[Your Name]