

Immediate Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Agency's Name]

[Agency's Address]

[City, State, Zip Code]

Subject: Immediate Resignation

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Agency's Name], effective immediately. Due to unforeseen circumstances, I am unable to continue in my role and must step down without the typical notice period.

I appreciate the opportunities I have had during my time at [Agency's Name] and the support I have received from my colleagues. I will ensure that all my responsibilities are handed over properly and will provide any assistance required during this transition period.

Thank you for your understanding.

Sincerely,

[Your Name]