

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Emergency Resignation

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name] effective immediately due to unforeseen personal circumstances. I regret any inconvenience this may cause to the team and the organization.

Thank you for the opportunities I have been given during my time at [Company's Name]. I appreciate your understanding of my situation and wish the team continued success.

Sincerely,

[Your Name]