

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from [Company's Name], effective immediately. Due to unforeseen circumstances, I am unable to provide notice and must depart without delay.

I sincerely apologize for any inconvenience this may cause and hope to ensure a smooth transition in any way possible remotely.

Thank you for the opportunities for personal and professional development you have provided during my time at the company.

Sincerely,

[Your Name]