

Immediate Resignation Letter

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

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective immediately. Due to unforeseen family obligations, I find it necessary to step away from my responsibilities at this time.

I am grateful for the opportunities I have had while working at [Company Name] and for the support from you and my colleagues. I regret any inconvenience my immediate departure may cause and will do my best to ensure a smooth transition.

Thank you for your understanding.

Sincerely,
[Your Name]