[Date]

[Manager’s Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager’s Name],

I am writing to tender my immediate resignation from my position as [Your Position] at [Company Name], effective immediately. This decision has not been made lightly, but I find it necessary due to unforeseen and urgent personal circumstances that require my immediate attention.

I understand the importance of providing adequate notice, and I sincerely apologize for any inconvenience this may cause. I will do my best to ensure a smooth transition by completing any pending tasks and assisting in the handover of my responsibilities to a suitable colleague or team member.

I am grateful for the opportunities and experiences I had during my time at [Company Name] and I appreciate the support of my colleagues and the leadership team.

I would like to thank you for your understanding in this matter, and I am available to discuss any necessary arrangements for the transition process.

Once again, I apologize for the sudden nature of this resignation and any disruption it may cause. I hope to maintain a positive professional relationship with [Company Name] in the future.

Sincerely,

[Your Name]