

Immediate Resignation Letter for Personal Reasons

Name – XYZ

Address, Email

Date – DD/MM/YYYY

Receiver's name

Designation

Company Address

Contact details

Email details

Subject: -----

Dear -----,

I ---- (mention your name) working as a ----- (job title) would like to inform you that I will be resigning from my position on immediate basis due to some personal reasons. As the reason is unavoidable my last working day would be ----- (mention the date & day).

I would like to thank the company for offering me this valuable position and empowering me with adequate knowledge and skills. I hope that the knowledge and skills will be helpful for me in the future.

As I am leaving so early, I will be available on the phone for any clarification or work related enquiry. Please accept my notice of resignation and thank you for giving me the opportunity.

Yours Sincerely

Your Name

Signature

