

EFFECTIVE IMMEDIATELY RESIGNATION LETTER

Sender's Information:

Full Name: _____

Address: _____

Email: _____

Phone: _____

Recipient's Information:

Supervisor/Manager Name: _____

Company Name: _____

Company Address: _____

Subject: Notice of Resignation – Effective Immediately

Dear [Supervisor/Manager Name],

I am writing to formally resign from my position at [Company Name], effective immediately upon delivery of this letter.

I understand the sudden nature of this resignation and I regret any inconvenience it may cause. Please consider this letter as my official notice of resignation in accordance with company policies and applicable United States laws.

I am committed to ensuring a smooth transition of my duties. I am available to assist with the handover of my responsibilities and to provide any necessary documentation or information required during this period.

I would like to express my sincere gratitude for the opportunities and experiences I have gained while working at [Company Name].

Please let me know if there are any formalities or paperwork I should complete as part of the resignation process.

Thank you for your understanding.

Sincerely,

[Your Full Name]

Employee Signature:

This resignation letter is intended to be a legally binding document under United States law. By submitting this letter, the employee acknowledges their intention to resign effective immediately and waives any claim for continued employment or notice beyond this communication, except as

provided by applicable law or contractual agreement.

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