**TEMPLATE**

**IMMEDIATE RESIGNATION LETTER**

**[Your name]**

**[Your address]**

**[Your personal phone number]**

**[Your personal email address]**

**[The date]**

**[Name of employer]**

**[Company address]**

Dear **[Mr./Ms./Mrs. Surname]**,

I am writing to give my formal notice for immediate resignation from **[company name]** as of the **[date of departure]**. I sincerely apologize for not being able to provide notice, but due to **[reason for leaving]**, I must resign immediately.

Please advise the best way to process my last paycheck and remaining balance. I can collect the paycheck from human resources, or you can mail it to me. Please let me know whatever works best for you.

Thank you for the opportunities and support you've given me during my time here. I am grateful for the guidance you provided me as I grew in my career.

Kind regards,

**[Handwritten signature]**

**[Typed name]**