



Dear [Supervisor/Manager's Name],

I am writing to inform you of my immediate resignation from my position at [Company Name], effective immediately. This decision has been difficult, but due to pressing personal reasons, I must prioritise my well-being and attend to personal matters without delay.

I want to express my gratitude for the opportunities and experiences I have had during my time at [Company Name]. I have appreciated working with the team and contributing to the company's objectives.

I apologise for any inconvenience my sudden departure may cause, and I am committed to assisting in the transition process to the best of my ability. I am available to help with handing over duties and training a replacement if necessary.

Thank you for your understanding and support during this challenging time. I appreciate the opportunities for growth and development that I have received while working at [Company Name].

Sincerely,

[Your Name]