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**Subject:** \_\_\_\_\_ – Resignation

Dear \_\_\_\_\_,

I am writing to inform you of my resignation from my position of \_\_\_\_\_ at \_\_\_\_\_, effective immediately. I regret that I am not able to provide a two weeks' notice prior to my departure, but the circumstances of the situation are beyond my control at the moment. I ensure you that my time at \_\_\_\_\_ was a pleasure and that it deeply saddens me that we must now part ways.

I apologize for not being able to take part in the recruitment and training process for my replacement, but I promise I will do all that is in my power remotely. In this regard, please feel free to get in touch any time through the contact information I have provided at the end of this email.

Thank you for the wonderful professional experience you offered me at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_