

Immediate Resignation Letter

To

From

To Human Resources Department of _____,

I, _____, am writing this letter to formally resign from my position _____ which I held for _____, effective immediately.

I would like to inform you that I am resigning immediately because

_____.

Despite my attempts to address these concerns through the appropriate channels, the situation has not improved. It cannot be expected from me to continue working under these conditions.

All receivables that I have earned must be calculated as of the termination date and paid into my payroll account. However, I hereby inform you that I reserve my surplus rights regarding the cause of my resignation.

I will ensure that all outstanding work is documented and handed over to the appropriate colleagues. Please let me know if there are any specific tasks or information you need from me during this transition.

If you have any questions, I am available at _____ or _____ for further discussions.

Best regards,

Name

Date

Signature



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