

SAME DAY RESIGNATION LETTER

Employee Name: _____

Position/Title: _____

Department: _____

To:

Supervisor/Manager Name: _____

Company Name: _____

Company Address: _____

Please accept this letter as my formal notice of resignation from my position with the company, effective immediately. Due to unforeseen circumstances, I am unable to provide the customary notice period.

I understand that resigning without notice may cause inconvenience, and I sincerely apologize for any disruption this may cause to the team or company operations.

I am committed to assisting with the transition in any way possible on this same day, including handing over my responsibilities and providing necessary information to ensure a smooth process.

Please consider this letter as my official resignation as required under company policy and applicable employment laws.

I would like to take this opportunity to thank the company for the opportunities I have been given during my tenure.

I acknowledge that final pay, benefits, and any outstanding obligations will be handled in accordance with company policy and federal and state law.

Please let me know if there are any specific procedures or paperwork I should complete as part of this resignation.

I appreciate your understanding and cooperation in this matter.

Acknowledgment of Receipt (For Employer Use):

Received by (Name): _____

Title: _____

Signature: _____

Date: _____

Employee Signature

Employer Representative Signature

Signature: _____

Signature: _____

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