

Resignation Notice Form Sample for Immediate Resignation

Use this **resignation notice form sample** for immediate resignation to ensure a clear and professional communication of your intent to leave. This template helps you promptly notify your employer while maintaining a respectful tone. It facilitates a smooth transition by outlining essential details concisely.

Employee Information

Full Name:

Position/Title:

Department:

Date of Submission:

Resignation Details

Manager/Supervisor Name:

Reason for Immediate Resignation (optional):

Effective Last Working Day (immediate):

Sample Message

Dear [Manager/Supervisor's Name],

I am writing to formally resign from my position as [Position/Title] at [Company Name], effective immediately as of [Date]. I apologize for the short notice and any inconvenience this may cause. I appreciate the opportunities I have received during my time here.

Please advise on any formalities required for a smooth transition.

Sincerely,
[Your Name]

Submit Resignation