[Today's Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I regretfully submit my resignation from my position as **[Your Job Title]** at **[Company Name]**, effective immediately. Circumstances beyond my control necessitate this decision, and I deeply apologize for any inconvenience caused due to the sudden nature of my departure.

I am thankful for the opportunities and support provided during my time here, and I am committed to assisting in the transition process during the notice period.

Please consider this letter as my formal notice of resignation.

Sincerely,

[Your Name]