Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Your Supervisor’s Name
Their Title
Name of the Organization
Street Address
City, State, Zip Code

Dear Mr./Ms. Grey (your supervisor),

I am providing this letter to serve as official notice of my immediate resignation from Davison Consulting.

Please accept my sincerest apologies for being unable to provide you and the Davidson Team with a notification that includes a minimum two-week notice. Unforeseen and deeply personal circumstances are such that I must leave immediately to attend to them properly.

I am appreciative for the opportunity to work for an incredible organization such as this, and I hope that the last four years have proven me to be an employee who is committed to their work and to the team’s goals and objectives. I am so very grateful to have worked with everyone here at Davidson and for every opportunity that has been afforded to me.

I thank you for your patience and understanding during this most difficult time.

I wish you and Davidson Consulting every success in the future.

Sincerely,

Your Signature

Your Typed Name