

Subject: Immediate Resignation Announcement

Dear [Manager's Name],

I am writing to formally announce my immediate resignation from my position at [Company Name], effective today.

This decision was not made lightly, but due to [brief reason, if comfortable sharing], I believe it is the best course of action for me at this time.

I appreciate the opportunities I have been given during my time at [Company Name] and wish the team continued success in the future.

Please let me know how I can assist during this transition.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Contact Information]