

# Immediate Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

This decision was not easy, but due to [brief reason if desired], I must take this step. I am grateful for the opportunities I've had during my time at [Company's Name] and appreciate your understanding.

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

Thank you for your support and understanding.

Sincerely,

[Your Name]