

Resignation Notification

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Immediate Resignation

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective immediately. This decision was not easy, but I believe it is necessary for my personal and professional growth.

I appreciate the opportunities for growth and development that I have received while working at [Company Name]. I am grateful for the support and encouragement from you and the team.

Thank you for your understanding. I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]

[Your Contact Information]