

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 hope this message finds you well. I am writing to formally resign from my position at [Company's Name], effective immediately. Due to unforeseen circumstances, I am unable to continue my work duties.

I understand the timing is not ideal, and I sincerely apologize for any inconvenience this may cause. I am grateful for the opportunities I've had during my time with the company and appreciate the support provided by my team.

Thank you for your understanding. I hope to stay in touch after my departure.

Sincerely,

[Your Name]