

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

I appreciate the opportunities provided to me during my time at the hotel and the support from the team. I wish everyone the best in their future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]