

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective immediately. Due to immediate personal needs, I am unable to continue my employment. This has not been an easy decision, but I believe it is necessary for my current circumstances.

I appreciate the opportunities I have had during my time at [Company Name] and am grateful for the support and understanding of my colleagues.

Thank you for your understanding.

Sincerely,
[Your Name]