

Resignation Letter

Date: **[Insert Date]**

To,

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to inform you of my abrupt resignation from my position at [Company's Name], effective immediately. This decision has not come lightly, but due to unforeseen circumstances, I find it necessary to step away from my role.

I sincerely apologize for any inconvenience my immediate departure may cause and am committed to assisting in the transition process as much as possible.

Thank you for the opportunities for growth and development during my time at [Company's Name]. I wish you and the team all the best in the future.

Sincerely,

[Your Name]

[Your Contact Information]