

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Manager's Name

Company's Name

Company's Address

City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective immediately. Due to unforeseen circumstances, I am unable to provide notice as I had hoped.

I appreciate the opportunities for professional and personal development that you have provided during my time here. I regret any inconvenience my immediate departure may cause.

Thank you for your understanding.

Sincerely,

[Your Name]