

Instant Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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.

This decision was not easy and took a lot of consideration, but I believe it is in the best interest for my career at this time.

I appreciate the opportunities I have been given during my time at [Company Name] and regret any inconvenience my departure may cause.

Thank you for your understanding.

Sincerely,

[Your Name]