

Resignation Letter

[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]

Subject: Immediate Resignation

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective immediately.

This decision was not easy and took a lot of consideration. However, I believe it is the best choice for my personal and professional growth at this time.

I want to express my gratitude for the opportunities I have had while working at [Company's Name]. I have learned a lot and appreciate the support I have received from both you and my colleagues.

Please let me know how I can help during this transition. I hope to leave things in good order for the team.

Thank you for understanding.

Sincerely,

[Your Name]