

John Doe  
123 Main Street  
City, State, Zip Code  
Email: johndoe@example.com  
Phone: (123) 456-7890  
Date: October 1, 2023

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 unforeseen circumstances, I am unable to provide the standard notice period.

I appreciate the opportunities I have had during my time at [Company Name] and thank you for your understanding.

Sincerely,  
John Doe