

[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]

Letter of Resignation

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective immediately. I understand that this may come as a surprise, and I sincerely apologize for any inconvenience my sudden departure may cause.

This decision was not made lightly, but due to unforeseen circumstances, I am unable to provide any prior notice. I appreciate the opportunities for professional and personal development that you have provided me during my time at [Company's Name].

Thank you for your understanding. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]