

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]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective immediately. I regret any inconvenience this may cause and appreciate your understanding of my sudden decision.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I have enjoyed working with you and the team and will cherish the experiences I've gained.

Wishing you and the company all the best.

Sincerely,

[Your Name]