

# Voluntary Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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, but I believe it is in my best interest at this time.

I appreciate the opportunities and experiences I've had during my time at the company, and I am grateful for the support from my colleagues and management.

Thank you for your understanding.

Sincerely,

[Your Name]