

[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 Notice

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name] effective immediately. This decision comes after careful consideration, and I believe it is in the best interest of both myself and the company.

I would like to take this opportunity to thank you and the team for the support and opportunities provided during my time here. I appreciate the experiences I've gained and the friendships I've made.

Please let me know how I can assist during the transition process. I wish the company continued success in the future.

Sincerely,

[Your Name]