

# Immediate Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 due to personal reasons.

This decision was not easy, and I appreciate the opportunities I've had during my time at the company. I am grateful for your support and understanding.

Please let me know how I can assist in the transition during this time. I wish [Company's Name] all the best in the future.

Thank you for your understanding.

Sincerely,

[Your Name]