

# Immediate Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name] effective immediately due to personal reasons. This decision has not been easy, but I believe it is necessary for my well-being.

I appreciate the opportunities I've had during my time with the company and the support from my colleagues. I wish the team continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]