

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your 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. Unfortunately, due to unforeseen circumstances, I am unable to provide the standard notice period.

I apologize for any inconvenience my abrupt departure may cause and thank you for the opportunities and support during my time at the company.

Sincerely,

[Your Name]