

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[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. This decision was not made lightly, but due to unforeseen circumstances, I am unable to provide advance notice.

I regret any inconvenience my sudden departure may cause and appreciate your understanding.

Thank you for the opportunities for professional and personal development during my time at [Company's Name]. I wish the team all the best for the future.

Sincerely,

[Your Name]