

# 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.

This decision was not easy, but due to personal circumstances, I must leave without a notice period. I apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for the opportunities I have had during my time at [Company's Name]. I wish you and the team all the best in the future.

Sincerely,

[Your Name]