

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective immediately. Due to personal reasons, I am unable to continue my employment and regret the lack of notice.

I appreciate the opportunities I've had during my time at [Company's Name] and thank you for your understanding.

Sincerely,

[Your Name]