

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective immediately. This decision was not made lightly, and I appreciate the opportunities I've had during my time at the company.

Thank you for your understanding.

Sincerely,  
Your Name