

Resignation Letter

[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]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective immediately. Due to [brief reason if applicable], I am unable to serve a notice period.

I appreciate the opportunities and experiences I gained during my time here. I hope to make this transition as smooth as possible.

Thank you for your understanding.

Sincerely,

[Your Name]