

[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. I apologize for the lack of prior notice, but due to unforeseen circumstances, I am unable to continue my duties.

I appreciate the opportunities I have had during my time at the company and am grateful for the support provided by you and my colleagues.

Thank you for your understanding.

Sincerely,
[Your Name]