

Immediate 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 made lightly, but due to personal circumstances, I am unable to continue my employment.

I appreciate the opportunities I have had during my time at the company and thank you for your support and understanding.

Thank you for understanding.

Sincerely,

[Your Name]