

Immediate 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 in the customer service department at [Company's Name], effective immediately.

This decision was not made lightly, but due to unforeseen circumstances, I must prioritize my personal matters at this time. I appreciate the opportunities I have had while working with the team and the knowledge I have gained.

I will do my best to ensure a smooth transition and will be available via email should you need any assistance during this period.

Thank you for your understanding.

Sincerely,

[Your Name]