

# Immediate Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 in the finance department, effective immediately. Due to [brief reason if comfortable, e.g., personal circumstances, accepting another opportunity], I am unable to continue in my role.

I appreciate the opportunities I've had while working here and want to thank you for your guidance.

Wishing the team continued success.

Sincerely,

[Your Name]