

[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 [Last Working Day, Date]. Unfortunately, due to unforeseen circumstances, I am unable to provide the standard notice period.

Thank you for the opportunities for professional and personal development during my time at the company. I appreciate the support I've received from you and the team.

Wishing you and the team all the best.

Sincerely,

[Your Name]