

[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. Due to personal reasons, I must step away from my role as [Your Job Title].

Please let me know if there are any outstanding tasks I can assist with during this transition period.

Thank you for the opportunities for growth and development provided to me during my time at [Company's Name]. I wish you and the company continued success.

Sincerely,

[Your Name]