

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective immediately. This decision was not made lightly, and I appreciate the opportunities I have had during my time here.

Thank you for your understanding and support.

Sincerely,
[Your Name]