

Immediate Resignation Announcement

[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 announce my immediate resignation from [Your Position] at [Company's Name], effective [Last Working Day].

This decision wasn't easy and took a lot of consideration. However, due to [brief reason if comfortable, e.g., personal circumstances, a new opportunity], I believe this is the best choice for my future.

I appreciate the opportunities I have had at [Company's Name] and am grateful for the support from you and my colleagues during my time here.

Thank you for your understanding, and I hope to stay in touch in the future.

Sincerely,

[Your Name]