

Resignation Letter

[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]

Subject: Immediate Resignation

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective immediately. Due to personal reasons that require my immediate attention, I am unable to continue my employment.

I appreciate the opportunities I have had while working at [Company's Name], and I am grateful for the support and encouragement I have received during my tenure.

Thank you for your understanding. I hope to maintain a positive relationship moving forward.

Sincerely,

[Your Name]