

# Immediate 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, I am unable to continue in my role.

I appreciate the opportunities I've had while working at [Company's Name] and thank you for the support and guidance over my tenure.

Please let me know how I can assist in the transition process.

Sincerely,

[Your Name]