

# Immediate Resignation Letter

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 comes as a result of personal mental health challenges that I need to prioritize at this time.

Thank you for the opportunities for professional and personal development that you have provided me during my time with the company. I appreciate your understanding regarding my sudden departure.

Please let me know how I can assist during the transition. I wish the team continued success.

Sincerely,  
[Your Name]