

# Resignation Letter

Date: [Insert date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective immediately.

This was not an easy decision to make, but due to [brief reason if desired], I believe this is the best course of action at this time.

I appreciate the opportunities I have had during my time at the company, and thank you for your support and understanding.

Sincerely,

[Your Name]