

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 Name], effective immediately. I have accepted a new job opportunity that I believe aligns better with my career goals.

Thank you for the opportunities and support during my time here. I appreciate all the guidance and mentorship I have received.

Wishing you and the team all the best in the future.

Sincerely,

[Your Name]