

[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]

Dear [Manager's Name],

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

I appreciate the opportunities I have had during my time with the company. However, due to [brief reason if desired, e.g. personal circumstances], I am unable to continue my employment.

Thank you for your understanding. I wish the team continued success.

Sincerely,
[Your Name]