

[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 apologize for the lack of notice and any inconvenience this may cause. This decision was not made lightly, but I believe it is in the best interest of my career and personal well-being.

Thank you for the opportunities I have had during my time with the company. I appreciate the support and understanding.

Sincerely,

[Your Name]