

[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.

This decision was not easy, but due to [brief reason if appropriate], I find it necessary to take this step.

I appreciate the opportunities for personal and professional growth that I have received during my time at [Company's Name].

Thank you for your understanding.

Sincerely,

[Your Name]