

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

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

I appreciate the opportunities I have had during my time at the company,  
but I have decided to pursue other endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]