

[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 and support I have received during my time here.

Please let me know how I can assist with the transition.

Thank you for your understanding.

Sincerely,

[Your Name]