

[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.

Due to [brief reason, e.g., personal reasons, unforeseen circumstances], I am unable to continue in my role. I appreciate the opportunities for personal and professional development I have received during my time here.

Thank you for your understanding. I hope to leave on amicable terms and wish the team continued success.

Sincerely,
[Your Name]