

[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 for departure, e.g., personal circumstances, health reasons], I am unable to continue my duties and fulfill my responsibilities.

I appreciate the opportunities I've had while working at [Company's Name] and am grateful for the support and guidance I have received during my time here. I hope to leave my responsibilities in good order, and I am willing to assist in any transition necessary.

Thank you for your understanding.

Sincerely,
[Your Name]