

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

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

Due to [brief reason for immediate departure, if comfortable sharing], I am unable to continue my employment. I understand the challenges that this may pose, and I sincerely apologize for any inconvenience my immediate departure may cause.

I appreciate the opportunities I have had during my time at [Company's Name] and the support I received from you and my colleagues. I have learned a great deal and will carry these experiences into my future endeavors.

Thank you for your understanding. I wish you and the company continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]