

[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 recent circumstances, I understand that my employment has been terminated. Nonetheless, I want to express my gratitude for the opportunities I had while working with the team.

I wish the company continued success and hope for a positive future for everyone involved.

Thank you for your understanding.

Sincerely,
[Your Name]