

[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 my recent job loss, I have made the difficult decision to resign. I appreciate the opportunities I have had while working here and the support from you and the team.

I wish everyone at [Company's Name] the best in the future. Thank you for your understanding.

Sincerely,
[Your Name]