

[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.

I appreciate the opportunities I have had during my time at the company, but due to [brief reason if comfortable], I have made the decision to leave at this time.

Thank you for your understanding. I wish the team continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]