

[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.

I appreciate the opportunities I have had during my time at the company, but due to [brief reason if you wish to include], I am unable to continue in my role.

I apologize for any inconvenience my sudden departure may cause and will do my best to ensure a smooth transition. Please let me know how I can assist during this period.

Thank you for your understanding.

Sincerely,
[Your Name]