

[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.

This decision was not made lightly, but due to [brief reason if desired, e.g., personal circumstances, health reasons], I believe it is necessary for me to step down.

I appreciate the opportunities I have had during my time at [Company's Name] and wish the team continued success.

Thank you for your understanding.

Sincerely,
[Your Name]