

[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.

This decision was not an easy one, but after careful consideration, I believe it is necessary for my personal and professional growth. I appreciate the opportunities I have had while working with you and the team.

I understand that my immediate departure may cause inconvenience, and I am committed to assisting in the transition process as much as possible during this time.

Thank you for your understanding and support. I wish [Company's Name] continued success in the future.

Sincerely,  
[Your Name]