

[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 easy and involved considerable thought. However, due to [brief reason if you wish to include, e.g., personal reasons, health concerns], I believe it is in my best interest to depart at this time.

I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support provided by you and my colleagues.

Please let me know how I can assist during the transition process.

Thank you for your understanding.

Sincerely,

[Your Name]