

[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 [Last Working Day, Date]. I apologize for the short notice, but due to [brief reason if comfortable, e.g., personal circumstances], I am unable to continue.

I appreciate the opportunities I've had during my time here and wish the team continued success.

Thank you for your understanding.

Sincerely,

[Your Name]