

[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. Due to recent unforeseen circumstances, I have been affected by job loss and must step away from my role.

I want to take this opportunity to express my gratitude for the support and opportunities I have received during my time here. I have learned a great deal and appreciate the chance to work with such a talented team. Please let me know how I can assist during this transition period.

Thank you once again for everything.

Sincerely,  
[Your Name]