

[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, and I appreciate the opportunities I have had during my time with the company.

I understand that my departure on such short notice may be inconvenient, and I will do my best to assist with the transition during this time.

Thank you for your understanding.

Sincerely,

[Your Name]