

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name],  
effective immediately.

I appreciate the opportunities I've had during my time here, but due to  
[brief reason, if comfortable sharing], I have decided to take this step.  
Please let me know how I can assist in the transition process.

Thank you for your understanding.

Sincerely,  
[Your Name]