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# Basic Resignation Letter with Immediate Effect Example

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to resign from my position as [Your Position] at [Company Name], effective immediately. While this decision was not easy, circumstances require that I step down from my role without delay.

I am thankful for the opportunities and experiences I've gained during my time here. Please let me know how I can assist in the transition process during this urgent time.

I appreciate your understanding and support.

Sincerely,

[Your Name]