
Basic Resignation Letter without Notice 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 tender my resignation from my position as [Your Position] at [Company Name], effective immediately. After careful consideration, I believe this decision is in the best interest of both myself and the company.

I want to express my gratitude for the opportunities I've had and the positive experiences I've gained during my time here. I am committed to ensuring a seamless transition and will do my best to assist in handing over my responsibilities.

Thank you for your understanding and support during this transition.

Sincerely,

[Your Name]