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# Immediate Formal Resignation Letter

## Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

With deep regret, I find myself needing to resign from my role as [Your Position] at [Company Name] with immediate effect. Due to personal reasons, this swift decision became necessary.

My journey here has been transformative, and I've truly appreciated the support and camaraderie. I will endeavor to provide assistance, even post-departure, to minimize disruptions.

Thank you for the opportunities and understanding. I cherish the memories created here and hope for future interactions.

With respect,

[Your Name]