

IMMEDIATE RESIGNATION LETTER

_____, _____,

_____, _____

DEAR _____,

I would like to inform you that I am resigning from my position as _____ for _____, effective immediately. I am making this request because of _____.

I cannot thank you enough for the support and opportunities that this company has given me during the _____. I really enjoyed working in this company and working within the team. The professional and personal growth I gained in this company is something that I will never forget.

Thank you so much for your understanding regarding this matter. I will genuinely miss working in this company and if you have any questions, please do not hesitate to contact me at _____ and _____.

Sincerely,
