

Date: MM/DD/YYYY

To: Recipientâ€™s Name

Position: Recipientâ€™s Position

Company: Company Name

Address: Company Address

Dear Recipientâ€™s Name,

I am writing to formally resign from my position as

Your Position at

Company Name, effective immediately.

Please accept this letter as my formal notice of immediate resignation. I apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for the opportunities and support during my time at the company.

Sincerely,

Your Name

Your Signature (optional)

Your Contact (optional)