

*[Your Name]*

*[Your Address] [City, State ZIP Code]*

*[Email Address]*

*[Date]*

*[Employer's Name]*

*[Company Name]*

*[Address] [City, State ZIP Code]*

Dear [Employer's Name],

I am writing to inform you of my immediate resignation from my position as [Job Title] at [Company Name]. Due to unforeseen circumstances, I must resign from my position effective immediately.

I have enjoyed working for [Company Name] and appreciate the opportunities and experience that I have gained during my time here. I regret the suddenness of my departure and any inconvenience it may cause to the company.

Please let me know if there is anything that I can do to assist in the transition process. I am willing to help in any way that I can to ensure that my duties are properly transferred to someone else.

Thank you for your understanding in this matter.

Sincerely,

*[Your Name]*