

*[Your Name]*

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

*[Date]*

*[Employer's Name]*

*[Company Name]*

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

Dear [Employer's Name],

I am writing to inform you that I am resigning from my position as [Your Job Title] with immediate effect. Due to unforeseen circumstances, I am no longer able to continue working at [Company Name].

I understand that this resignation is effective immediately, and I apologize for any inconvenience this may cause to the company or my colleagues. I assure you that I will do everything in my power to ensure a smooth transition of my responsibilities to my colleagues or a replacement as soon as possible.

I want to take this opportunity to thank you and the company for the opportunities and experiences that I have gained during my time here. I have enjoyed working with such a dedicated and supportive team, and I will cherish the memories and relationships I have formed during my tenure.

Please let me know what further steps I need to take to formalize my resignation.

Thank you for your understanding in this matter.

Sincerely,

*[Your Signature]*

*[Your Name]*