

## Sample Formal Letter for Resignation Effective Immediately

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective immediately as of today, [Date].

This decision was not made lightly, and I sincerely apologize for the lack of advance notice. Unfortunately, due to [brief reason if appropriate, e.g., personal circumstances/unforeseen situation (optional)], I am unable to continue my duties or provide a transition period.

I want to express my gratitude for the opportunities and experiences I have gained while working at [Company Name]. I have greatly enjoyed working with you and the entire team, and I appreciate the support and guidance offered to me during my tenure.

I will make every effort to ensure a smooth transition and am happy to provide any information necessary for the handover of my responsibilities.

Thank you for your understanding, and I wish the company continued success.

Sincerely,

[Your Name]