

## Simple Resignation Letter for Personal Reasons (Effective Immediately)

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company Name], effective immediately, due to personal reasons. I apologize for the short notice and any inconvenience this may cause.

I appreciate the opportunities and support I have received during my time at [Company Name]. Please let me know if there is anything I can do to assist during the transition.

Thank you for your understanding.

Sincerely,  
[Your Name]