

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]