**Immediate Letter of Resignation**

[Your Name]

[1234 Street Address]

[City, State, Zip]

[Today’s Date]

[Company Name]

[1234 Street Address]

[City, State, Zip]

Dear [Supervisor’s Name],

Please accept this letter as my notice of formal resignation from [Position Name], effective immediately.

I sincerely apologize for the abrupt timing of this announcement, however due to unforeseen circumstances, I have decided to resign.

Thank you for the opportunities you have given me to pursue my interests in numerous areas. They have prepared me well for the challenges ahead, and I am grateful.

Please let me know how I can be of assistance during the transition period. I wish you and the company the very best going forward.

Sincerely,

[*Your Signature*]

[Your Name]