**Immediate resignation letter template.**

[Your Name]  
[Your Address]  
[Position]  
[Email Address]  
  
[Current Date]  
  
[Manager’s Name]  
[Manager’s Title]  
[Company Name]  
[Manager’s Email]  
  
Dear [Manager’s Name] —  
  
Please accept this letter as my formal and immediate resignation effective the following business day of this letter's receipt. I sincerely appreciate this opportunity and apologize for the issues associated with this immediate alleviation of my job duties. This is simply due to personal reasons, and I sincerely hope to get connected once more in the future and continue working together.  
  
I appreciate your understanding and patience with this matter.  
  
Sincerely,  
[Your Name]