**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]