

Your Name  
Your Address  
Your City, State, ZIP Code  
Your Phone Number  
Your Email  
Date of Submission

Name of Immediate Supervisor  
Title  
Company  
Address  
City, State, ZIP Code

Dear [Name of Addressee];

I regret to inform you that I am resigning from my position as [Your Position] effective immediately. I know this is unexpected, however, I will be happy to assist you regarding the replacement process to help lighten the transition.

Thank you for all the opportunities that the company has bestowed upon me. Working here for the last [period] has been instrumental for my personal growth, and I will forever be grateful for all the experience I have gained thus far.

If there is anything else I can do to make the transition easier, please inform me immediately, as I do not wish to inconvenience my team, and the company in general due to this sudden transition. Again, my sincerest apologies for this sudden decision.

Thank you very much for your kind understanding.

Sincerely,  
[Your Name and Signature]