**IMMEDIATE RESIGNATION LETTER**

**From:** **[NAME OF SENDER]**  
**Address:** **[ADDRESS]**  
**Phone:** **[PHONE NUMBER]**  
E-Mail: **[EMAIL ADDRESS]**

Date: **[DATE]**

**To:** **[NAME OF RECIPIENT]**  
**Address:** **[ADDRESS]**  
**Phone:** **[PHONE NUMBER]**  
E-Mail: **[EMAIL ADDRESS]**

Dear [RECIPIENT],

This letter represents my official notice of resignation from my position of [OFFICIAL TITLE] with [NAME OF ORGANIZATION] be made immediately.

I have returned all the equipment issued to me during my employment with the company. I also created several resources to assist my successor with their transition into the role.

I appreciate the experience and knowledge I gained during my time at [NAME OF ORGANIZATION].

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://esign.com/)

Signature

[NAME OF SENDER]

Print Name