

# IMMEDIATE RESIGNATION LETTER

From: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address (2): \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_

To: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address (2): \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Dear \_\_\_\_\_,

This letter represents my official notice of resignation from my position of \_\_\_\_\_ with \_\_\_\_\_ 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 \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

