

Immediate resignation letter template

Your name

Your address

Your number

Your email

Date

Manager's name

Company address

A formal salutation (Dear Mr./Ms.)

[Introductory sentence that outlines the reason for the letter].

[A sentence that provides the date of your last day on the job].

[A sentence that articulates your reason for leaving].

[A body paragraph or two explaining how much you have appreciated the chance to work at the company, to grow professionally, and anything else you want to include].

[A final sentence requesting any information you need about a last paycheck or other questions you might have].

[A concluding paragraph that articulates what you can do to help with the transition].

[A formal closing, your typed name, and your handwritten signature]