

Formal corporate resignation

Subject: Immediate Resignation from [Job Title]

Dear [Manager's Name],

I hereby submit my resignation from the position of [Job Title] at [Company Name], with immediate effect due to personal reasons. I understand that my immediate departure is not typical and may cause inconvenience, but this is unavoidable.

I appreciate the opportunities afforded to me during my employment and remain grateful for the experiences and professional growth. Please consider this as my final working day and process the necessary documentation accordingly.

Respectfully,

[Your Name]

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