

Date: _____

To,
[Manager's Name]
[Company Name]
[Company Address]

Subject: Immediate Resignation Letter for Voluntary Separation

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective immediately. Due to personal reasons, I have decided to separate voluntarily from the organization.

I appreciate the opportunities for professional and personal development that you and the company have provided me during my time here.

Please let me know if there is anything I can do to assist with the transition process.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]