Immediate Resignation Letter Sample (Without Reason)

Frank Kellner

01234 Mexican Rd.

Blue Springs, NJ, 2323

(545)5555555

10th November 20XX

Jane Cruz

Owner & Manager

Ridwetz Holdings

20 Passtown St.

Blue Springs, NJ, 232323

Dear Mrs. Cruz,

It is with great regret that I write this letter as my resignation, effective from 11th November 20XX. I want to offer my apologies for not providing prior notice. Kindly accept my resignation from the post of an assistant accountant at Ridwetz Holdings.

I cannot thank you enough for providing me with such a fantastic opportunity at your company. Working with you in the past five years has been instrumental in my personal growth and development. What's more, I am grateful for working with a team of professional and compassionate individuals. I have made more lovable friends than I imagined.

I will genuinely miss your company. I do hope we stay in touch. You can reach me through (545)5555555 or frank@email.com.

Yours sincerely

Frank Kellner