**Immediate resignation for personal reasons**

*Sam Black*  
*489 Seaview Street*  
*Los Angeles, CA 99934*  
*555-555-5555*  
*samblack@email.com*

*February 10, 2020*

*Laura Smith*  
*RS Insurance Ltd.*  
*St. Andrew's Avenue*  
*Los Angeles, CA 99811*

*Dear Ms. Smith,*

*It is with deep regret that I am writing to inform you of my resignation from my position here at RS Insurance, Ltd. due to personal reasons. My last day will be this Thursday. I realize this resignation is in breach of the terms of my employment contract, but please understand that I cannot do otherwise due to unforeseen circumstances.*

*I want to take this opportunity to thank you for your continued support. Working at this company has been a privilege, and I will always remember my experiences here and the people I worked with.*

*Please let me know how I can help to make this situation easier for you. If you wish to contact me, you can do so via my personal email,*samblack@email.com*.*

*Thank you for your understanding.*

*Sincerely,*

*Sam Black*