[Your City, State, Zip Code]

[You’re Phone Number]

[You’re Email]

Date

[Name]

[Title]

[Organization]

[Address]

[City, State, Zip Code]

Dear Mr./Ms. [Last Name]:

Please accept this letter as notification that I am resigning from my job effective tomorrow. I apologize for not being able to give more notice. However, I regret that, due to circumstances beyond my control, I need to resign right away.

Please forward my final paycheck to my home address.

Thank you for the support that you have provided me during my tenure with the company.

Sincerely,

[You’re Signature]

[Your Typed Name]

**[Resignation Email Message**

If you are sending your resignation letter via email, be sure to include a specific subject line so your message will be read in a timely manner:

**Subject Line:** You’re Name - Resignation - Effective Date]