**IMMEDIATE RESIGNATION LETTER**

Phillip Rodriguez
123 Main Street
Anytown, CA 12345
555-555-5555
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September 15, 20XX

Mr. Grayson Keeler
National Pride Bank
666 Heep Rd.
Newton, MA 02458

Dear Mr. Keeler:

Please accept this letter as my formal resignation from National Pride Bank as loan manager. While my contract requires me to work until October 3, I would be obliged if I could cease work immediately. I will assume this is satisfactory unless otherwise noted.

Please let me know if I can be of assistance during the transition.

Respectfully yours,

Signature*(hard copy letter)*

Phillip Rodriguez