**IMMEDIATE RESIGNATION LETTER**

Sam Black

489 Seaview Street

Los Angeles, CA 99934

555-555-5555

samblack@email.com

February 10, 20XX

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.

Thank you for your understanding.

Sincerely,

Sam Black