**IMMEDIATE RESIGNATION LETTER**

Phillip Rodriguez  
123 Main Street  
Anytown, CA 12345  
555-555-5555  
phillip.rodriguez@email.com

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