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

April 21, 2021

Jackson Lee  
Director  
ABCD Company  
123 Business Rd.  
Business City, NY 54321

Dear Mr. Lee:

Please accept this letter as notification that I am resigning from my position with ABCD Company on September 15. I apologize for not being able to provide two weeks' notice. I regret that, due to circumstances beyond my control, I need to resign immediately.

Please let me know what the process will be for receiving my last paycheck and remaining benefits. I am happy to collect the paycheck through Human Resources, or you could have them mail it to my home address.

Thank you so much for the support that you have provided me during my tenure with the company. I greatly appreciate your years of guidance.

Sincerely,

Jennifer Rodriguez (signature hard copy letter)

Jennifer Rodriguez