

Today's Date

Manager/Supervisor's Name
Name of Business, ex: Planned Parenthood
Company Address

Attn Human Resources:

Please accept this letter as my resignation, effective immediately, from my position as (job title) at (clinic name – location). I regret any inconvenience this poses to the staff, but I cannot continue working for this organization. Thank you for the employment and learning opportunities. If you need to contact me about my final paycheck or any issues that might arise, you may email me at Name@gmail.com.

Sincerely,

Your Name
Mailing Address