**Immediate Resignation Letter**

From, Rony Freza

921 Rockton Place

Houston, CA 20516565

(000) 123-1234

[ronyfreza98@email.com](mailto:ronyfreza98@email.com) April 01, 2019

To,

Mr. Tony Grith Manager

PYT Corp.

954 Main Street

Houston, CA 65677 Subject:( )

Respected Sir,

I am Rony Freza, Assistant Manager post writing to inform you that I will not be able to continue working as the Assistant Manager of the HR department of this company. I understand that according to my employee contract, my notice period is 3 months. But due to certain personal reasons, I will not be able to stick to the agreement.

I humbly request you to accept my resignation and process the formalities by the end of this week.

Thank you,

Yours Sincerely, (Your Signature) Rony Freza