**Immediate Resignation Letter Template**

David Pardodo

162 Macaulay St.

Princeton, NJ, 56001

April 25, 2024

Ando Wallace

Manager

Ministry Sound Tech

233 Senator Avenue

Princeton, NJ, 56001

Dear Ms. Wallace,

I am writing to formally announce my immediate resignation from the position of Events Technician at Ministry Sound Tech, effective April 26, 2024. Regrettably, I will not be able to continue working beyond this date.

My tenure at Ministry has been instrumental in launching my career as a sound technician, for which I am deeply grateful. The training and experiences I've gained during my time here have been invaluable. I have always been impressed by the unwavering professionalism exhibited by my colleagues, both in the field and at the office. I aspire to carry forward this spirit in my future endeavors, and I want to express my heartfelt appreciation for the invaluable lessons I've learned under your guidance.

I kindly request that you send my employment records and any outstanding wages to my home address before May 1st, which would greatly assist in the transition.

While I am bidding farewell to my role at Ministry Sound Tech, I will sincerely miss working with you and the rest of the Ministry Sound team. If you require any further information or wish to discuss any matters, please do not hesitate to reach out to me.

Thank you for your understanding and support.

Sincerely,

David Pardodo

(555) 444-666