

Emergency Short Notice Resignation

Subject: Urgent Resignation Notice - Personal Emergency

Dear [Manager's Name],

I regret to inform you that due to an unexpected personal emergency, I must resign from my position as [Your Job Title] at [Company Name]. My last day will be [Date], which I understand is shorter than the standard notice period.

I sincerely apologize for the short notice and any inconvenience this may cause the department. The circumstances requiring my immediate attention are unavoidable and require my full focus.

To minimize disruption, I will:

- Complete all time-sensitive tasks by [date]
- Provide detailed status reports on all ongoing projects
- Brief [colleague's name] on my current responsibilities
- Ensure all financial records are up to date and accessible

I am grateful for the opportunities I have had at [Company Name] and regret that circumstances prevent me from providing a more standard transition period.

Thank you for your understanding during this difficult time.

Regards,

[Your Name]

[Phone Number]

Get more templates here:

<https://www.lettersandtemplates.com/letters/accountant-resignation-letter>