

Short Notice Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to inform you of my decision to resign from my position at [Company Name], effective [last working day, typically two weeks from the date of the letter]. I apologize for the short notice and any inconvenience this may cause.

I have thoroughly enjoyed my time at [Company Name] and am grateful for the opportunities and experiences I have gained during my tenure. However, due to unforeseen personal circumstances, I find it necessary to step down from my role at this time.

I assure you that I will do my best to ensure a smooth transition of my responsibilities over the next two weeks. I am more than willing to assist in training a replacement or providing any necessary documentation to facilitate the handover process.

I deeply value the relationships I have built with my colleagues, and I will miss working with the talented team at [Company Name]. Please know that my decision was not made lightly, and I sincerely appreciate the support and understanding from everyone during this time.

I will return all company property and complete any outstanding tasks before my departure. Please let me know if there are specific procedures or formalities I need to follow in this process.

Thank you for the opportunities, trust, and support you have given me during my time at [Company Name]. I wish the team continued success in all their endeavors.

Sincerely,

[Your Name]