

Short Notice Resignation Letter

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Their Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., immediately/in two days]. I apologize for the short notice and any inconvenience this may cause.

Thank you for the opportunities and experiences I have gained during my time here. Please let me know how I can assist during the transition period.

Sincerely,

[Your Name]