

Your Name  
Your Address  
City, State, ZIP Code  
Email Address  
Phone Number

Date: \_\_\_\_\_

Manager's Name  
Company Name  
Company Address  
City, State, ZIP Code

**Subject: Short Notice Resignation Letter**

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, e.g., two days from today]. 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. I appreciate your understanding and support regarding my decision.

I am willing to help during the transition period as much as possible.

Sincerely,

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(Your Name)