

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,

(Your Name)