

## Professional Resignation Letter Sample with Short Notice Period

This professional resignation letter sample with short notice period provides a concise and respectful template for employees who need to leave their current position quickly. It emphasizes clear communication, expresses gratitude to the employer, and maintains a positive tone to preserve professional relationships. This sample helps individuals effectively notify their employer of their resignation while adhering to company policies and ensuring a smooth transition despite the limited notice timeframe.

### Sample Letter

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., two days from today]. Due to unforeseen circumstances, I am unable to provide the standard two weeks' notice. I want to express my gratitude for the opportunities for professional and personal growth that I have experienced while working at [Company Name]. I have enjoyed working with the team and appreciate all the support and guidance provided.

Please let me know how I can assist in transferring my responsibilities before my departure. I will do everything possible to help during this transition.

Thank you for your understanding. I hope to stay in touch and wish the company continued success.

Sincerely,  
[Your Name]