

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 notice period.
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]