

Resignation Letter with Less Than Two Weeks Notice

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

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

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, e.g., three days from today]. I apologize for providing less than the customary two weeks notice, as circumstances require me to leave sooner than anticipated.

This was not an easy decision, and my expedited departure is due to [brief explanation of your reason, e.g., unforeseen personal reasons, a family emergency, or an urgent new opportunity]. I sincerely regret any inconvenience this may cause and will do my utmost to ensure a smooth transition during my remaining time.

I want to express my gratitude for the opportunities and experiences I have gained at [Company Name]. It has been a privilege to work with such a talented team, and I truly appreciate the support and guidance provided to me during my tenure.

Please let me know how I can assist in wrapping up my duties or training a replacement prior to my departure. Thank you for your understanding and support.

Sincerely,
[Your Name]