

## Example Resignation Letter with Apology for Last Minute Notice

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., immediately/tomorrow/in two days]. **I deeply apologize for the short notice** and any inconvenience this may cause. Due to [brief explanation, e.g., unforeseen personal circumstances/a family emergency], I am unable to provide the standard notice period.

Please know that this decision was not made lightly, and I am truly grateful for the opportunities I've had while working at [Company Name]. I sincerely appreciate the support, guidance, and encouragement you and the entire team have provided during my tenure here.

To ensure a smooth transition, I am more than willing to assist in handing over my responsibilities or training a replacement over the coming days. Please let me know how I can help make this process as seamless as possible.

Thank you again for your understanding and support. I apologize once more for any disruption this may cause and wish the team and the company ongoing success.

Sincerely,  
[Your Name]