

Resignation Letter Sample for Short Notice During Probation

This **resignation letter sample for short notice during probation** provides a clear and professional template for employees who need to leave their job promptly while still within the probationary period. It emphasizes courteous communication, acknowledgment of the probation status, and expresses gratitude for the opportunity, ensuring a smooth transition and maintaining positive relations with the employer despite the brief 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 Position] at [Company Name], effective [Last Working Day, typically as per probation policy or as soon as possible], as I am currently within my probationary period.

This decision was not made lightly and is due to [briefly state reason, if you feel comfortable; e.g., personal circumstances, another opportunity, etc.]. I understand that my employment contract allows for a shorter notice period during probation, and I will do my best to ensure a smooth and effective handover of my responsibilities during this period.

I would like to thank you and the team for the guidance and support provided during my time here. I am grateful for the opportunities I have received and for the experience gained, even though my stay has been brief.

Please let me know how I can assist during this transition. I hope to leave on good terms and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]