

# Simple Resignation Letter Sample (Short Notice for Personal Reasons)

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

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

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, typically two days from date if short notice]. Due to unforeseen personal reasons, I am unable to provide more notice.

I am sincerely grateful for the opportunities I've had during my time here and appreciate your understanding regarding my situation. I am committed to making this transition as smooth as possible and will do my best to complete any outstanding work before my departure.

Thank you for your support and understanding.

Sincerely,  
[Your Name]