

Resignation Letter with Apology for Not Serving Notice Period

Below is a sample template for a resignation letter that includes an apology for not being able to serve the full notice period.

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

[Recipient Name]
[Designation/Title]
[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 immediately. I deeply regret that due to unforeseen personal circumstances, I am unable to serve the [mention notice period, e.g., two-week] notice period as outlined in my contract.

I sincerely apologize for the inconvenience this may cause to the team and the organization. This decision was not made lightly, and I assure you that it is due to circumstances beyond my control.

I am grateful for the opportunities, guidance, and support that you and my colleagues have provided during my tenure. It has been a pleasure working at [Company Name], and I have learned a great deal.

I am committed to making this transition as smooth as possible. Please let me know how I can assist in handing over my responsibilities before my departure.

Thank you once again for everything. I hope to keep in touch and wish the company continued success.

Yours sincerely,
[Your Name]

Note: Replace the bracketed sections with your specific information before sending the letter.