

Resignation Letter Sample with 24 Hours Notice

A **resignation letter sample with 24 hours notice** serves as a formal and concise document informing an employer of an employee's intent to leave their position within a short timeframe. This type of letter typically includes a clear statement of resignation, the effective date of departure, and appreciation for the opportunities provided. It helps maintain professionalism while respecting the urgency of the notice period, ensuring a smooth transition and upholding a positive relationship between the employee and employer.

Sample Resignation Letter (24 Hours 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 24 hours from now, on [Effective Date].

I sincerely appreciate the opportunities for professional and personal growth that I have received during my time at [Company Name]. Thank you for your support and guidance throughout my employment.

I understand the short notice may cause inconvenience. I will do my best to ensure a smooth transition of my duties before my departure. Please let me know if there is anything specific I can do to help during this time.

Thank you once again for the opportunity to be a part of [Company Name]. I wish the team continued success in the future.

Sincerely,
[Your Name]