

Resignation Letter Template with Regret for Insufficient Notice

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

[Recipient Name]
[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 [Last Working Day; e.g., two days from today].

I deeply regret that I am unable to provide the standard [X-week] notice as outlined in my contract. Due to unforeseen circumstances, I must request an earlier departure, and I sincerely apologize for any inconvenience this may cause to you and the team.

Please be assured that I am committed to doing everything possible during my remaining time to ease the transition. I will prioritize finalizing my current projects and am more than willing to assist in training a replacement or handing over my responsibilities as needed.

I am grateful for the opportunities and support I have received at [Company Name], and I hope to part on good terms. Thank you for your understanding and consideration during this difficult decision.

Please let me know how I can make this process as smooth as possible.

Yours sincerely,
[Your Name]