

Formal Resignation Letter with Minimal Notice Period

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

[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., immediately/tomorrow/in two days]. Due to unforeseen personal circumstances, I am unable to provide the standard notice period as outlined in my contract.

I sincerely apologize for the short notice and any inconvenience this may cause. I am committed to assisting in transitioning my responsibilities during my remaining time to ensure a smooth handover.

I would like to take this opportunity to express my gratitude for the opportunities and support I have received during my tenure at [Company Name]. I have greatly enjoyed working with you and the team.

Thank you for your understanding.

Sincerely,
[Your Name]