

Resignation Letter Sample (Apologizing for Short Notice Period)

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[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 Job Title] at [Company Name], effective [last working day, e.g. three days from now], which unfortunately does not provide the full notice period required per company policy.

Please accept my sincere apologies for the short notice. I regret any inconvenience this may cause to you or the team. This decision was not made lightly and unforeseen circumstances require that I leave sooner than anticipated.

I am very grateful for the support, opportunities, and experiences I have gained during my time at [Company Name]. I have enjoyed working with such a dedicated team and value the professional growth I achieved here.

I am committed to making this transition as smooth as possible. Please let me know how I can assist in handing over my responsibilities or training a replacement during my remaining time. I want to ensure all outstanding tasks are managed and my departure causes minimal disruption.

Thank you again for your understanding. I hope to stay in touch, and I wish the company and my colleagues continued success in the future.

Sincerely,
[Your Name]