

Resignation Letter Sample with Less Than One Week Notice

This **resignation letter sample with less than one week notice** provides a concise and professional template for employees needing to leave their position abruptly. It emphasizes clear communication of the intended last working day, expresses gratitude for the opportunity, and maintains a respectful tone to preserve positive relations despite the short notice period.

Sample Letter

[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 [Last Working Day, e.g., three days from today]. I regret that I am unable to provide the standard notice period and apologize for any inconvenience my departure may cause.

I am sincerely grateful for the opportunities and support I have received during my time with the company. Working at [Company Name] has been a valuable experience, and I appreciate your guidance and encouragement throughout my tenure.

I am committed to making the transition as smooth as possible in my remaining days. Please let me know how I can assist during this time.

Thank you again for the opportunity and understanding.

Sincerely,
[Your Name]