

Short Notice Resignation Letter Due to Relocation

[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 at [Company Name], effective [Last Working Day, e.g., three days from now], due to my upcoming relocation. Unfortunately, this change in my personal circumstances requires me to move sooner than anticipated, and I regret that I am unable to provide the standard notice period.

I sincerely apologize for any inconvenience this may cause and assure you that I will do my utmost to facilitate a smooth transition during my remaining time. I am grateful for the support and opportunities I have received during my tenure with [Company Name], and I have greatly valued my experience here.

Please let me know if there is anything further I can do to help in the transition process. Thank you again for your understanding.

Sincerely,
[Your Name]