

Simple Resignation Letter for Short Notice Employment

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Today's Date]

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

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, e.g., "immediately" or a specific date]. I regret that I am unable to provide more notice, due to [brief reason if desired, e.g., "personal reasons" or "unforeseen circumstances"].

I am grateful for the opportunities and experiences I have gained during my time here. Thank you for your understanding regarding my situation and for your support during my employment.

Please let me know how I can help to ensure a smooth transition during my remaining time with the company.

Sincerely,
[Your Name]