

Resignation Letter with 24 Hours Notice

A **resignation letter with 24 hours notice** is a formal notification submitted by an employee to their employer indicating the intention to terminate employment within a one-day period. This type of letter is concise and expresses gratitude for the opportunity while clearly stating the last working day, ensuring professionalism despite the short notice. It aims to provide a clear and respectful closure to the working relationship while accommodating urgent personal or professional circumstances requiring immediate departure.

Sample Template

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name / Supervisor]
[Company Name]
[Company Address]
[City, State, ZIP Code]
Dear [Supervisor's Name],
I am writing to formally resign from my position as [Your Position] at [Company Name], effective 24 hours from now. My last working day will be [Date of Last Working Day].
I sincerely appreciate the opportunities and experiences I have gained during my time with the company. I regret any inconvenience my immediate departure may cause and will do my best to ensure a smooth transition.
Thank you for your understanding and support.
Sincerely,
[Your Name]

Tips for Writing a 24-Hour Notice Resignation Letter:

- Be direct and concise about your last working day.
- Express gratitude for the opportunities given.
- Acknowledge the inconvenience of the short notice and offer assistance if possible.
- Remain professional and polite throughout the letter.