

Sample Resignation Letter for Personal Reasons (Short Notice)

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[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 as [Your Position] at [Company Name], effective [Last Working Day, e.g., two days from today]. Due to unforeseen personal reasons, I must request a shortened notice period and will be unable to fulfill the typical two-week notice requirement.

I want to express my sincere gratitude for the opportunities and support you and the team have provided me during my time here. I have greatly valued my experience and enjoyed being part of [Company Name].

I apologize for any inconvenience my sudden departure may cause. Please let me know how I can help during this transition period to ensure a smooth handover.

Thank you for your understanding and support during this difficult time.

Sincerely,
[Your Name]