

Short Notice Resignation Letter Due to Personal Reasons

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number

Date

Recipient's Name
Recipient's Position
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., immediately/two days from now]. Due to unforeseen personal reasons, I am unable to provide the standard notice period, and I apologize for any inconvenience this may cause.

I would like to express my sincere gratitude for the opportunities and support I have received during my time at [Company Name]. It has been a valuable experience, and I am thankful for having been a part of the team.

I am committed to assisting in the transition process as much as possible within the limited timeframe. Please let me know how I can help to ensure a smooth handover.

Thank you for your understanding regarding my situation.

Sincerely,
[Your Name]