

## Short Notice Resignation Letter Sample with Heartfelt Apology

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [last working day, e.g., immediately or in two days]. I sincerely apologize for the short notice and any inconvenience my abrupt departure might cause to you and the team.

This decision was not made lightly. Unforeseen personal circumstances have necessitated my immediate resignation, and I deeply regret that I am unable to provide the standard notice period. I genuinely appreciate the opportunities, support, and encouragement I have received during my time with [Company Name], and I am grateful for the chance to have been part of such a dedicated team.

Please know that I am committed to making this transition as smooth as possible despite the limited time. I am happy to assist in transferring my responsibilities or helping in any way that may lessen any disruption my sudden departure may cause.

Once again, I am truly sorry for any inconvenience, and I thank you for your understanding and kindness during this time. I wish [Company Name] continued success, and I hope to stay in touch in the future.

Sincerely,  
[Your Name]