

Apologetic Resignation Letter for Not Meeting Required Notice Period

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., immediately or specify date]. I regret that I am unable to provide the required [number of weeks/days] notice, as stipulated by company policy and my employment contract.

This decision was not made lightly, and I sincerely apologize for any inconvenience my early departure may cause. Due to [briefly state your reason, e.g., unforeseen personal circumstances/family emergency/urgent personal obligations], I find myself in a position where I must leave sooner than anticipated. I genuinely value the opportunities and experiences I have had at [Company Name], and it is with regret that I am unable to fulfill the standard notice period.

I am committed to doing everything possible in my remaining time to assist with the transition, including [training a replacement, documenting processes, completing pending work, etc.]. Please let me know how I can further support the team during this period.

Thank you very much for your understanding and support. I deeply appreciate everything I have learned during my time at [Company Name], and I hope to maintain a positive relationship in the future.

Sincerely,
[Your Name]