

## Short Notice Resignation Letter for Part-Time Employee

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

[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position as a part-time [Your Position] at [Company Name], effective [Last Working Day, typically date of the letter or a few days' notice]. Due to [briefly state reason, e.g. personal reasons/unforeseen circumstances], I am unable to provide the standard notice period and apologize for any inconvenience this may cause.

I want to express my sincere gratitude for the opportunities I have had working with you and the team. I have valued the experience and skills I have gained during my time here.

Please let me know how I can assist during this transition period. I appreciate your understanding regarding my short notice and look forward to keeping in touch.

Thank you once again for the support and guidance.

Sincerely,  
[Your Name]