

Short Notice Resignation Letter Sample Due to Personal Reasons

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, e.g., immediately or specific date]. Due to unforeseen personal reasons, I am unable to provide the standard notice period. I apologize for any inconvenience this may cause and appreciate your understanding during this difficult time.

I want to express my sincere gratitude for the opportunities and support I have received while working with [Company Name]. It has been a pleasure to be part of the team, and I truly appreciate the experiences I have gained.

I am willing to assist during the transition period as much as possible to ensure a smooth handover of my responsibilities.

Thank you again for your understanding and support.

Sincerely,
[Your Name]