

Resignation Letter with Apology for Short Notice Sample

This document provides a **resignation letter with apology for short notice sample**, designed to help employees formally communicate their decision to leave a position while expressing regret for the limited advance warning. It emphasizes professionalism and courtesy by including key elements such as the reason for resignation, acknowledgment of the inconvenience caused by the short notice, appreciation for the opportunities provided, and willingness to assist with the transition. This sample serves as a useful guide to maintain positive relationships and uphold a respectful tone during the resignation process.

Sample Letter

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[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, typically two weeks from date or earlier as communicated]. I sincerely apologize for the short notice of my departure, which I understand may cause inconvenience to you and the team.

Due to [brief reason for resignation, e.g., personal circumstances, unexpected opportunity], I am unable to provide the standard notice period. Please know that this decision was not made lightly, and I regret any disruption it may cause.

I am extremely grateful for the opportunities, support, and experiences I have received during my time at [Company Name]. I have truly valued working with you and the entire team.

To help ease the transition, I am prepared to assist in training a replacement and will ensure all my tasks are up-to-date before my departure. Please let me know how I can make this process as smooth as possible.

Thank you for your understanding. I wish the company continued success, and I hope to stay in touch.

Sincerely,

[Your Name]