

Short Notice Resignation Letter with Sincere Apology

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

[Recipient Name]
[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 today or a few days from the letter date]. I sincerely apologize for the short notice of my departure and any inconvenience this may cause to you and the team.

Unfortunately, due to [briefly state reason if comfortable, e.g., unforeseen personal/family emergency, immediate career opportunity, urgent health issue], I am unable to provide the customary notice period. Please know that this was not an easy decision for me, and I deeply regret any disruption that my sudden resignation might bring.

I am truly grateful for the opportunities and support I have received during my time at [Company Name]. Working with you and the team has been a valuable and rewarding experience.

Please let me know how I can best assist during this transition. I am willing to help train a replacement or transfer my responsibilities to ensure a smooth handover.

Thank you again for everything. I apologize sincerely for the inconvenience and appreciate your understanding.

Sincerely,
[Your Name]