

Professional Resignation Letter with Apology for Not Providing Standard Notice

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

[Recipient's Name]
[Their Position]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., immediately/two days from the date above]. I would like to sincerely apologize for not being able to provide the standard [two/three] weeks' notice.

This decision was not made lightly and is due to [briefly explain reason, if comfortable, e.g., unforeseen personal circumstances/an urgent opportunity]. I fully recognize that my early departure may cause inconvenience for the team and the company, and I am truly sorry for any disruption this may cause.

I am grateful for the growth and opportunities I have experienced during my time at [Company Name]. I appreciate all the support and guidance provided by you and my colleagues.

Please let me know how I can assist during this transition period, whether it be training a replacement, handing off responsibilities, or documenting key processes to help minimize the impact of my departure.

Thank you for your understanding, and I apologize once again for the short notice. I wish the team continued success and hope to keep in touch.

Sincerely,
[Your Name]