

Short Notice Resignation Letter Sample for Government Job

This **short notice resignation letter sample for government job** provides a clear and professional template for employees who need to resign promptly from their government position. It highlights the importance of expressing gratitude for the opportunity, briefly explaining the reason for the short notice, and ensuring a smooth transition by offering assistance during the handover period. This sample helps government employees maintain professionalism and courtesy while adhering to organizational protocols despite the urgency of their departure.

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

[Supervisor's Name]
[Title/Position]
[Department Name]
[Government Agency Name]
[Agency Address]
[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Position] with the [Government Agency Name], effective [Last Working Day, typically less than the standard notice period, e.g., two days from now]. I apologize for the short notice; due to unforeseen personal circumstances, I am unable to provide the standard notice period.

I am grateful for the opportunities for professional and personal development that I have received during my tenure here. It has been a privilege to work with you and the dedicated team at [Agency/Department Name].

I am committed to assisting in any way I can to ensure a smooth transition of my duties before my departure. Please let me know how best I can help during this period.

Thank you again for your guidance and support. I hope to keep in touch and wish the agency continued success in the future.

Sincerely,
[Your Name]