

Short Notice Resignation Letter Requesting Early Departure

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

[Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., "effective immediately" or give a specific date].

Due to unforeseen personal circumstances, I unfortunately must request to depart sooner than my contracted notice period. I sincerely apologize for the short notice and any inconvenience this may cause.

I am deeply grateful for the opportunities and experiences I have gained during my time with [Company Name]. I value the support and mentorship I have received from you and the team.

I will do everything possible to ensure a smooth transition, including handing over my duties and assisting in training a replacement if needed. Please let me know how I can help during this process.

Thank you once again for your understanding and support. I hope to maintain a positive relationship going forward.

Sincerely,
[Your Name]