

Resignation Letter Template (Short Notice Period)

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

[Recipient's Name]
[Recipient's 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, typically 1 week or as agreed]. I apologize for the short notice, as I understand it may cause inconvenience.

I am grateful for the opportunities and experiences I have had while working at [Company Name]. Thank you for your guidance and support during my tenure.

Please let me know how I can assist during this transition. I wish the company continued success in the future.

Sincerely,
[Your Name]