**SHORT NOTICE RESIGNATION LETTER**

Carline Jennings

346 Sundown Place

Downton, MA 07234

555.555.5555

carline.jennings@email.com

October 18, 20XX

Ms. Janaya Campbell

Human Resources Manager

ABC Company

123 Allerton Road

Cambridge, MA 07314

Dear Ms. Campbell:

Please accept this letter as formal notification that I am resigning from my position with ABCD Company on Friday, October 22, 20XX. I understand that two weeks' notice is standard. However, personal circumstances require that I leave my position at this company by the end of this week.

I am glad to provide any assistance I can during this transition.

Thank you for the opportunities for professional and personal development that you have provided me during the last five years.

I have enjoyed working for the agency and appreciate the support given during my tenure with the company.

Sincerely,

Signature (hard copy letter)

Carline Jennings