**SHORT NOTICE RESIGNATION LETTER**

January 26, 20XX

Ms. Kate Spinner  
Store Manager  
Farm Table Inc.  
20345 Sunshine Ln  
Elite, TN 10046

Dear Ms. Spinner,

Please accept this letter as my official resignation effective Monday, February 3rd. If I were able, I would have provided you with at least a two-week notice, however, I accepted a job offer for a position that begins immediately. I hope you accept my apologies for such short notice.

Thank you for providing me with this opportunity and helping me to develop new leadership strategies.

Please let me know if I can make this transition easier. I have started to compile notes on important projects I am not able to complete before my departure.

Sincerely,

June Tart