**SHORT NOTICE RESIGNATION LETTER- 24 HOURS’ NOTICE**

Kiley Chao

920 2nd Street

Rutland, VT 05523

555-123-1234

kiley.chao@email.com

May 25, 20XX

James McDonald

Manager

ABC Company

20 Main Street

Rutland, VT 05523

Dear Mr. McDonald,

Please accept this letter as notification that I am resigning from my job effective tomorrow (May 26). I apologize for not being able to give more notice. However, I regret that due to circumstances beyond my control, I need to resign right away.

If possible, please forward my final paycheck to my home address (listed above).

Thank you for the support that you have provided me during my tenure with the company.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name