**SHORT NOTICE RESIGNATION LETTER**

December 8, 20XX

Ms. Linda Rim  
Manager  
Sunglass Shack  
1111 Tully Ct  
Lexington, KY

Dear Ms. Rim

Please accept this letter as my official resignation effective tomorrow.

I am resigning from the position of sales associate due to personal reasons. I appreciated my time spent working here and I have no ill-feelings towards this company or anyone who works here. I would have provided the required notice if I were able to.

Thank you for this opportunity and if I am able to return to this company one day, I hope that you will accept me back.

Please let me know if I can make this transition easier. I will be available by phone or email a few weeks after my departure to help out.

Sincerely,

Jessica Storm