**SHORT NOTICE RESIGNATION LETTER**

Dear Sue,

Regrettably, I must announce that I will be departing from my position as Chief QA officer at Consolidated Industries, Inc. My final day of work will be March 7, 20XX.

While I wish that I could have provided more advanced notice, a family emergency has compelled me to relocate by March 12,20XX.

It is my intention to make this transition as hassle-free as possible. Please advise of any additional actions that I might take to minimize the strain of my departure.

I sincerely appreciate the opportunities that I’ve had at Consolidated over the past six years.

Sincerely,

John Collins