**24 HOURS’ NOTICE RESIGNATION**

May 25th, 20XX

John Hendricks
VP of Product
Apple, Inc.
john.h@appleinc.com

Dear John

Please accept this letter as my formal resignation. I sincerely apologize for the 24 hours’ notice on this resignation and realize this will cause some distress to my team and the company.

If this were not necessary, I would not be resigning in this fashion as a sign of respect for the job and company.

As discussed, my final day of employment will be tomorrow, at the end of the workday at 5 pm, on May 26th, 20XX.

Thank you so much for this opportunity.

Richard