**SHORT NOTICE RESIGNATION LETTER**

January 11th, 20XX

Madeleine Lemieux

Owner & Manager

Blue Ridge Surveying Company

12 Parc St.

Anchorage, AK, 99501

Dear Mrs. Lemieux,

It is with great regret that I must give notice of my resignation, effective immediately. I apologize for not being able to give you more notice, and I humbly ask that you accept my resignation from the position of Accountant and Co-Manager this day, January 11th, 20XX.

While I am aware that this in breach of the terms of my employment contract, I ask that you waive this clause, due to my extenuating personal circumstances. Please be assured that all records and filings are current and up to date. I am confident that any replacement you hire will be able to pick up where I left off without too much difficulty.

Thank you for everything that you do at Blue Ridge to make it such a great place to work. I will miss you and everyone else at the office. It has been a real pleasure to work for you these past four years. I am very sorry that I am not able to leave on better terms.

I hope that we can stay in touch. You can reach me at my personal phone number or by email.

Yours Sincerely,

Frank Webster

Professional Accountant

1514 Medallion Rd.

Anchorage, AK, 99523

(555) 555-5555