**RESIGNATION LETTER WITH 24 HOURS NOTICE EXAMPLE**

Today’s Date  
  
Manager's Name  
Manager's Title  
Company Name  
  
Dear Mr./Ms. Manager:  
  
The purpose of this letter is to resign my position of **[Job Title]** in **[name of company]**. My resignation will be effective tomorrow.  
  
Most of you already know the reason I am leaving is due to illness. But I wanted to state officially that my resignation is in no way to be perceived as my being unhappy or dissatisfied with the job, its responsibilities, or leadership of **[name of company]**.   
  
I wish you, and **[name of company]** continued growth and success in the future.  
​  
Yours respectfully,  
  
Your signature