**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.
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Yours respectfully,

Your signature