**SHORT NOTICE RESIGNATION LETTER**

Isla Cisneros

City, State, Zip Code

May 19,20XX

To Rebecca A. Posner

Manager, HR

Company Name

City, State, Zip Code

Dear Ms. Posner,

I am writing to inform you that I will be resigning from my position as Executive Secretary at Company Name effective four days from today, Friday, September 19, 20XX. I regret to have to provide such a short notice resignation; however, personal circumstances beyond my control require me to leave my employment rather immediately. I truly regret any inconvenience my lack of notice may cause you or my coworkers and will work hard to ensure that my exit is as smooth as possible.

I have already informed my immediate co-workers and supervisor of my intention to leave at the end of this week. I will complete the remaining projects on which I am currently working, and my other duties will likely be taken over by the remaining secretarial staff until a replacement is hired for my position. Please contact me by phone at 000-000-0000 or through email at email@email.com if you need to discuss any issues with me.

I have enjoyed my time here at Company Name and have learned a great deal. Thank you to you and the staff for creating such a positive work environment. I wish you all well.

Best,

Diane Get good

Sales Lead

Company Name