**RESIGNATION LETTER 24 HOURS NOTICE**

Kiley Chao
920 2nd Street
Rutland, VT 05523
555-123-1234
kiley.chao@email.com

May 25, 20XX

James McDonald
Manager
ABC Company
20 Main Street
Rutland, VT 05523

Dear Mr. McDonald,

Please accept this letter as notification that I am resigning from my job effective tomorrow (May 26). I apologize for not being able to give more notice.

However, I regret that due to circumstances beyond my control, I need to resign right away. If possible, please forward my final paycheck to my home address (listed above).

Thank you for the support that you have provided me during my tenure with the company.

Sincerely,

Your Signature

Your Typed Name