**SHORT NOTICE RESIGNATION LETTER**

May 15, 20XX

Mr. Caleb Schuster  
Supervisor  
Sweet Water Windows  
5555 New Address Ln  
Minnow, NY

Dear Mr. Schuster,

Please consider this letter as my resignation from my position as the office manager at Sweet Water Windows. Unfortunately, due to the recent situations that have caused me considerable stress, I am not able to provide the required notice. My last day of employment with Sweet Water is Wednesday, May 19th.

I apologize for the short notice but I have worked with HR to handle the issues that have caused my extreme stress, however, there hasn't been any action taken to correct these issues. I have no choice but to leave.

I have enjoyed the good moments working with you and my colleagues, and have learned so much from your guidance. I am willing to help with the transition over the next few days before my departure.

Your understanding is greatly appreciated.

Best wishes,

Leslie Duran