**SHORT NOTICE RESIGNATION LETTER**

Subject:

Dear Sir/Mam,

This is my formal resignation email from the post of **[your position]** from XYZ company effective **[last date of service].** I must move to Florida for some urgent family emergency, which has put me in such a situation, and I cannot serve the notice period.

I apologize for this sudden inconvenience and regret not being able to continue with this company. I have been learning and enjoying my work and was looking forward to a long haul. Please let me know if I can be of any help in the transition phase. I would be grateful if you consider my circumstance and accept my resignation.

Sincerely,

**[Your name]**

**[Your position]**