**EMAIL TEMPLATE**

**SHORT NOTICE RESIGNATION LETTER**

Re: Resignation email of **[your name]**

Dear Sir/Mam,

This email is to notify you that I am resigning from the position of **[your designation]** effective from the 1st of next month. I have received an offer letter with better scope and growth, which I am currently seeking.

I will serve the standard 4-week notice period to help my successor have a smooth transition with the work. These last 6 months have helped me a lot to gain expertise in my professional skills, for which I am immensely thankful.

I hope you understand my situation and accept my resignation and inform me about the procedures in regard to clear my dues and other obligations.

Sincerely

**[Your name]**

**[Your position]**