**LETTER TEMPLATE**

**SHORT NOTICE RESIGNATION LETTER**

**[Your name]**

**[Your full address]**

**[Your city, State zip code]**

**[Your phone number]**

**[Your email]**

**[Date]**

**[Manager’s name]**

**[Position]**

**[Company name]**

**[Full address]**

**[City, State zip code]**

Dear Sir/Ma’am

This letter is to notify you that I will no longer be a part of your organization as **[your position]** effective immediately **[date].** I apologize for the suddenness of the resignation, but the circumstances demand my immediate assistance.

I have conveyed the essentials to my project members, and they will be able to help the new inductee to get up to date with our current project.

It is my request to understand my situation and accept my resignation. I have had nothing but exceptional help and guidance throughout my stint at your organization.

I would be highly obliged if you can send my final paycheck to the above address. Thank you for your support and trust.

Sincerely

**[Your name]**

**[Your position]**