**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 is with deep regret that I am submitting my resignation letter from the position of **[your designation]** effective immediately. I apologize for not being able to any notice period because of urgent health conditions that need prolonged treatment and recovery.

My team is well equipped to help the new project manager to make him/her aware of the current project. I hope you consider my situation and accept my resignation.

It has been a wonderful couple of years, and I have progressed immensely on the professional skill front and cannot thank you enough for that.

I would be obliged if you kindly post me the final paycheck over to my residential address provided herewith.

Sincerely

**[Your name]**

**[Your position]**