**SHORT NOTICE RESIGNATION LETTER**

Dear Sir/Ma’am

This is to notify you that I would like to resign from my position as **[your post]** effective immediately from tomorrow. I apologize for the disruption caused by my resignation. However, I have made my partner up to date with the developments, and she will be able to help my replacement to catch up.

I have nothing but great memories in your organization, and it would help me in my journey in more ways than a few. Thank you for your continued support of my abilities. I hope you understand my situation and accept my letter of resignation.

If possible, kindly mail me my final paycheck to the above-stated address.

Sincerely

**[Your name]**

**[Your position]**