**SHORT NOTICE RESIGNATION LETTER**

**[Your name]**

**[Your full address]**

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

**[Your phone number]**

**[Your email]**

Date

**[Supervisor’s name]**

**[Position]**

**[Company name]**

**[Full address]**

**[City, State zip code]**

Dear Sir/Ma’am

I wish to humbly inform that I can no longer be a part of your organization as a (your position) effective immediately. There have been issues of gross undermining of my contributions by my immediate supervisor. I have talked to the HR, but no solution could be reached. Ergo, my decision.

I am sorry that I am unable to serve a standard notice period. The circumstances, however, have not been favorable at all for me, and I hope you understand my standpoint and accept my resignation.

I will be available for any help, which might assist the newcomer up to date with our operations, on a limited basis. It is my earnest request to clear my dues and send the paycheck to the address mentioned in the letter.

Sincerely,

**[Your name]**

**[Your position]**