**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/mam,

This letter is to notify you that I would no longer be able to fulfill my duties as a **[your role]** at your company, effective from **[date]**. I have gotten an opportunity at one of my preferred companies, and they need me to start immediately.

I hope you would accept the resignation in lieu of the bright proposition which lies for me in my next organization. I have had a wonderful time at this company, and thankful for the exposure the management has provided in developing my professional coding skills.

Let me know if I can be of any assistance to the replacement employee on the post. I would give my best to speed her up to date with the procedures. I have included my contact information below as well.

Please do the needful.

Sincerely

**[Your name]**

**[Your contact details]**

**[You position]**