**24 HOURS’ NOTICE RESIGNATION**

May 25th, 20XX  
  
John Hendricks  
VP of Product  
Apple, Inc.  
john.h@appleinc.com  
  
Dear John  
  
Please accept this letter as my formal resignation. I sincerely apologize for the 24 hours’ notice on this resignation and realize this will cause some distress to my team and the company.

If this were not necessary, I would not be resigning in this fashion as a sign of respect for the job and company.  
  
As discussed, my final day of employment will be tomorrow, at the end of the workday at 5 pm, on May 26th, 20XX.  
  
Thank you so much for this opportunity.

Richard