**RESIGNATION LETTER 24 HOUR NOTICE**

Dear **[recipient name]**,

I write this letter to inform you of my decision to resign from my position as [your job title] with effect from tomorrow. In this respect, I have issued a 24-hour notice as per the company policy on short notice resignation.

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I have decided to resign from my current role due to **[explain why you’re leaving if possible].** In the meantime, I have delegated my duties to my assistant, and I will use the day to clear any pending work. Please let me know if you require any assistance from me in the remaining period.

Kindly forward my final pays lip to the following address **[your new address]**. You may contact me via **[email/phone number]** in case you require more details.

I must say I am sad to leave the company at this moment, but this is the best decision. I’m grateful to you for granting me the opportunity to be part of your success story. I have learned a lot, and I believe the knowledge and skills I have gained will be valuable in shaping my career.

I wish you all and the company success.

Sincerely,  
**[Your name]**