**LETTER TEMPLATE**

**SHORT NOTICE RESIGNATION LETTER**

**[Your name]**

**[Your full address]**

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

**[Your phone number]**

**[Your email ID]**

**[Date]**

**[Manager’s name]**

**[Designation]**

**[Company name]**

**[Full address]**

**[City, State zip code]**

Dear Sir/Ma’am,

I would like to inform you that I, **[name],** working as a **[position]** in your company, would like to submit my formal resignation, effective **[date].** I am resigning with such short notice due to **[reason].** I apologize for the inconvenience of the matter, but I hope you can understand my urgency.

I am thankful for the opportunities the organization has provided. The past **[your tenure]** has been a tremendous learning curve, and I cannot thank you enough for that.

I will be highly obliged if you consider my request and do the needful. I am willing to give my best during this transition time to lessen the hassle, if any.

I am providing my contact details along with this letter, and you are welcome to call or text me, should you be in a fix.

Sincerely,

**[Your signature]**

**[Your full name]**

**[Your position]**