**RESIGNATION LETTER 24 HOURS NOTICE**

Today’s Date

​

Manager’s Name

Manager’s Title

Company Name

Dear Mr./Ms. Manager:

Please accept this letter of resignation from the position of **[Job Title]**, effective tomorrow.

Most of you already know the reason I am leaving is due to my mother’s battle with stage 4 cancer. I have enjoyed working at **[company name]** and will miss my colleagues.

If there is anything I can do even after I leave to further any projects, please don’t hesitate to ask me. I can be reached at **[phone number]** or **[email address].**

Sincerely,