**LETTER TEMPLATE**

**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/Ma’am

This letter is to inform that I will no longer be able to hold my position as **[your position]** in your company effective tomorrow **[date].** I am sorry I am unable to serve a standard notice period, but situations are such that I have no other option but to leave.

I would be highly obliged if you can clear my dues and send my final paycheck at the mentioned address in the letter. I am available for any help the new recruitment may face initially.

It has been a pleasure working in your organization with a helpful team which taught me a lot in my short stay. Thank you for your support.

Sincerely

**[Your name]**

**[Your position]**