**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

It is with regret that I am informing you effective from tomorrow **[date],** I can no longer meet my duties as **[your position].** The circumstances are beyond my control which has not allowed me to serve the required notice period.

I apologize for putting you and your team in an unfavorable position, but the situation needs my immediate attention. I am available to speed up the transition of the new person holding my office.

I would be obliged if you kindly post my last paycheck to the above address. Thank you for your support and co-operation during my stay and the valuable exposure you helped me acquire.

I hope you would understand my predicament and accept my resignation.

Sincerely

**[Your name]**

**[Your designation]**