

# Sample Notice of Resignation Letter Form (Short Notice)

This **sample notice of resignation letter** form provides a clear and concise template for employees who need to resign on short notice. It helps ensure professionalism and proper communication with employers. Use this form to formally notify your resignation while maintaining a positive relationship.

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g. two days from today]. Due to unforeseen circumstances, I am unable to provide the standard notice period and apologize for any inconvenience this may cause.

I have greatly appreciated the opportunities for professional growth and development during my time with the company. I am committed to making this transition as smooth as possible and will do my best to complete any outstanding work before my departure.

Thank you for your understanding and support. I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]