

Urgent resignation with less than standard notice

Subject: Immediate Resignation - [Your Name]

Dear [Manager's Name],

I am writing to inform you of my resignation from my position as [Job Title], effective [Date - less than two weeks from today]. I understand this is shorter notice than typically expected, and I sincerely apologize for any inconvenience this may cause.

Due to [Brief explanation - urgent family matter/immediate start date for new position/health emergency], I am unable to provide the standard two weeks' notice. This decision was not made lightly, and I regret that circumstances require such short notice.

Despite the abbreviated timeline, I am committed to doing everything possible to minimize the impact of my departure. I will work intensively to complete urgent tasks and provide detailed notes on my ongoing projects.

I am grateful for the opportunities and experiences I've had here and apologize again for the short notice. Thank you for your understanding during this challenging time.

Respectfully,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/polite-nice-positive-and-friendly-resignation-letter>