

Professional Short Notice Resignation Letter

Subject: Short Notice Resignation

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 weeks from today]. Due to unforeseen personal circumstances, I am unable to provide the standard notice period.

I sincerely apologize for the short notice and any inconvenience this may cause. I am willing to assist in the transition process to ensure a smooth handover of my responsibilities.

Thank you for your understanding and support during my time at [Company Name].

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/short-notice-resignation-letter>