

## Informal Short Notice Resignation Email

Subject: Leaving [Company Name] – Short Notice

Hi [Manager's Name],

I wanted to let you know that I need to resign from my role at [Company Name], effective [Last Working Day]. I apologize for not being able to give the usual notice period.

I am grateful for everything I learned here and will do my best to wrap up my current projects quickly. Thank you for your support and understanding.

Best,

[Your Name]

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