

Short Notice Resignation with Appreciation

Subject: Resignation Effective [Last Working Day]

Dear [Manager's Name],

I am resigning from my position as [Your Position] at [Company Name], effective [Last Working Day]. Though I cannot provide the standard notice period, I want to sincerely thank you and the team for your support.

I am committed to assisting with the transition as much as possible and ensuring that all pending tasks are completed to the best of my ability.

Thank you once again for the valuable experiences and mentorship.

Warm regards,

[Your Name]

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