**Short Notice Letter of Resignation**

[Your Name]

[1234 Street Address]

[City, State, Zip]

[Today’s Date]

[Company Name]

[1234 Street Address]

[City, State, Zip]

Dear [Supervisor’s Name],

Please accept this letter as my formal resignation from [Position Name] effective [Resignation Date].

I sincerely apologize for the abrupt timing of this announcement, however due to unforeseen circumstances, I have decided to resign.

Thank you for the great opportunities to pursue my interests in numerous areas, which have prepared me well for my next challenge.

Please let me know how I can be of assistance during the transition period. I wish you and the company the very best going forward.

Sincerely,

[*Your Signature*]

[Your Name]