Short Notice Resignation Letter

Dear Sir/Madam,

With due respect, I would like to inform you that I am resigning from the position of Marketing Manager effective immediately. My last day in office would be tomorrow (Insert date here). I express my apologies for such short notice, but circumstances are beyond my control.

Kindly forward my final paycheck to the home address. I will be grateful.

Thank you for all what you have taught me during the last three years.

Yours Sincerely,