*Short Notice Resignation Letter*

Dear Sir/Madam,

Please accept this letter as a formal resignation effective immediately. My last day at work will be tomorrow (Insert date here).

I am resigning from the position of Business Coach due to personal reasons; however, I have immensely enjoyed working with you and the customers. You can reach me at 555-555-555.

Let me know if I can be of any assistance during this transition.

Sincerely,