Short Notice Resignation Letter

Dear Sir/Madam,

Please accept this letter as my formal resignation from the post of Sales Manager. I express my apology for not providing two weeks’ notice due to unforeseen circumstances. My last day at the office will be tomorrow (insert date here).

Kindly deliver my final paycheck at the home address.

Thank you so much for the valuable insight. I have immensely enjoyed my time at this company.

Sincerely,