Short Notice Resignation Letter : New job

**Dear Mr. Ryan,  
   
I am writing this letter to inform you of my resignation as [insert job title] at [insert company name]. I have accepted a position as [insert job title] at [insert company name] and I am slated to begin working on September 1, 2019.  
   
Kindly accept my sincerest apologies for the short notice, and I hope my departure will not be too much of an inconvenience. I appreciate the opportunity I was given here to hone my skills and gain experience.  
   
All the best,  
   
[Insert signature]**