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]**