Short Notice Resignation Letter

**Dear Mrs. Palmer

Kindly accept this letter as my notice of resignation from the post of [insert job title] on [insert close date]. It was an absolute pleasure working with you and the rest of the staff during the time I was here, and it is my wish that the team will continue to find success even in my absence.

If there is anything I can do to ease the discomfort of my transition during the short time I have left here, please don’t hesitate to ask.

Yours truly

[Insert signature]**