Short Notice Resignation Letter

Mention Your Name
Mention Your Address
Mention Your City, State, Zip Code
Include Your Phone Number
Include Your Email Address

Date
Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

Please accept this letter as my formal notification that I am resigning from the post of "Post Name" from XYZ Company.

I know that the two-week resignation notice is standard and feel sorry for any inconvenience if caused due to my resignation, but I hope and appreciate I would be released from my duties as soon as possible.

I would be delighted to provide any help during this period of transition.

I am thankful for the opportunities which XYZ Company has provided me during my five years of tenure, and the guidance of seniors and mentors helped me for my personal and professional growth.

I enjoyed my working tenure in the company and appreciated all the support during my working tenure, and I remember all these years throughout my life.

I am looking forward to you regarding my last date of employment in the office.

Sincerely,
Your Signature (If it is hard to copy letter)
Your Typed Name