Short Notice Resignation Letter

**Diane E. Getgood**

100 Broadway Lane, New Parkland, CA 91010

To Rebecca A. Posner  
Manager, HR  
Vortex Industries  
210 Pine Avenue  
New Parkland, CA 91010  
41897

Dear Ms. Posner,

I am writing to inform you that I will be resigning from my position as Executive Secretary at Vortex Industries effective four days from today, Friday, September 19, 2014. I regret to have to provide such a short notice resignation; however, personal circumstances beyond my control require me to leave my employment rather immediately. I truly regret any inconvenience my lack of notice may cause you or my coworkers and will work hard to ensure that my exit is as smooth as possible.

I have already informed my immediate co-workers and supervisor of my intention to leave at the end of this week. I will complete the remaining projects on which I am currently working, and my other duties will likely be taken over by the remaining secretarial staff until a replacement is hired for my position. Please contact me by phone at (555) 555-5555 or through email at diane@getgood.com if you need to discuss any issues with me.

I have enjoyed my time here at Vortex Industries and have learned a great deal. Thank you to you and the staff for creating such a positive work environment. I wish you all well.

Best,

Diane Getgood

Sales Lead

Vortex Industries