Short Notice Resignation Letter

**Your name and contact details**
[Full name]
[Street address]
[City, state, zip code]
[Telephone number]
[Personal email]

**Date of submission**
[Date]

**Your employer’s details**
[Full name of the addressee]
[Title of the addressee]
[Name of the company, organization, or institution]
[Street address]
[City, state, zip code]

**Subject line**
RE: Resignation — [Your Full Name]

**Salutation**
Dear [John/Ms. Smith]:

**Your position**
**Company name**
**Your last day**

I am writing to let you know that I hereby resign from my position as [Digital Marketing Assistant] at [ABC Company]. My last day will be in two weeks, on [Tuesday, May 18].

I understand that my departure may inconvenience you and my coworkers, and would be happy to help in any way that I can during this time of transition. In particular, I would be glad to help train any new or current colleagues that would be taking on my responsibilities.

**Duration of employment**
**Name of employer**I also wish to take this opportunity to thank you for believing in my potential and your continued support over the past [three years]. My work at [ABC company] taught me invaluable lessons and helped me grow as a professional. I would be forever grateful and wish you and everyone at [ABC company] every success in the future.

**Your preferred method of communication**
Should you need to contact me after my last day at work, you may reach me at [your telephone number and email address].

Thank you again. It has been a pleasure to work with you.

Sincerely,

**Your hand-written signature**
[Signed]

**Type your full name**
[Full name]

**Full names and titles of HR staff that will be CC’d**
CC: [Full names and titles]