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]