To,

[Name of Employer/Superior]

[Designation of Employer/Superior i.e., Manager or Director]

Date:

**Subject: Apology Letter to Boss for Quitting the Job**

Respected Sir/Madam,

I am writing this letter to you to apologize as I had to quit my job as [mention your job title/position] without informing you. I know I had to provide a month’s notice before leaving the job but due to the following circumstances, I could not be able to do that.

[stat the reason or reasons for which you could not be able to notify your boss about leaving or quitting the job]

I would truly like to thank you and the organization as it was an honor for me to work with such great colleagues like yourself. Your guidance and mentorship will always be respected and regarded.

I hope that you will understand my situation and will accept my apology.

Yours Truly,

[Sender Name]

[Sender Designation]