To,

[Name of Recipient]

[Designation of Recipient]

[Company Name]

Date:

**Subject: Short Notice Resignation Letter**

Dear Mr. / Mrs. [name of the Recipient],

Please accept this letter as my official notice of resignation from the position of [mention Job Title/Position], effective the day after tomorrow, as on [mention Date].

I understand that two weeks’ notice is the standard and I truly apologize for such an inconvenience as I have to take this decision due to some personal reasons. I would be glad to help you for making this transition seamless and would be available on call or email for few weeks after the date of my resignation. I would like to thank you for providing me a great opportunity to work here as I have learned a lot during my tenure.

Please accept my apologies and I hope that you will understand my situation.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]