

## SHORT NOTICE RESIGNATION LETTER

To: \_\_\_\_\_

Position/Title: \_\_\_\_\_

**Employee Information:**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

**Subject:**

Notice of Resignation with Short Notice Period

Dear Sir/Madam, Please accept this letter as formal notice of my resignation from my position at the company, effective immediately upon receipt or as soon as reasonably practicable. This short notice period is due to unforeseen personal circumstances, and I regret any inconvenience this may cause. I acknowledge that the standard notice period is longer, but I respectfully request your understanding and cooperation in this matter.

During this transition period, I will make every effort to complete outstanding tasks and assist in the handover of my responsibilities to ensure a smooth continuity of operations. Please let me know if there are any specific actions you require me to undertake before my departure.

I want to express my sincere gratitude for the opportunities and experiences I have gained while working here. I appreciate the support and guidance provided during my tenure. I wish the company continued success in the future.

Thank you for your understanding. Sincerely,

**Employee's Signature**

**Employer's Acknowledgment**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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