Short Notice Resignation Letter

Dear Mr. O’Brien,

I wish to regretfully inform you of my impending resignation from ABC Company for personal reasons beyond my control. My resignation will come into effect 4 days from now, September 5, 2013. I would like to extend my sincere apologies for any inconvenience my short notice resignation may cause to you, my team members, or ABC Company. I will do everything I can to make this a smooth transition that does not burden any team members.

I have already notified the rest of my team about my intentions to resign from ABC Company. I currently have two unfinished projects on my desk. I plan to finish the first project during my last few days in the office, and the second project will be taken over after I leave by Ms. Brown, in whose skills and efficiency I have every confidence. Please call me at (555)-555-5555 or email me at [email] if you need to speak with me regarding these plans.

I am grateful to ABC Company for the valuable experiences and opportunities I have gained during my time there and will miss my co-workers and the positive environment. Thank you for your understanding in this matter.

Yours sincerely,

Rachel Jones

Rachel M. Jones

Assistant

Smith Communications