**Short Notice Resignation Letter Example: Personal reasons**

*December 8, 2019*

*Ms. Linda Rim
Manager
Sunglass Shack
1111 Tully ct
Lexington, KY*

*Dear Ms. Rim*

*Please accept this letter as my official resignation effective tomorrow.*

*I am resigning from the position of sales associate due to personal reasons. I appreciated my time spent working here and I have no ill-feelings towards this company or anyone who works here. I would have provided the required notice if I were able to.*

*Thank you for this opportunity and if I am able to return to this company one day, I hope that you will accept me back.*

*Please let me know if I can make this transition easier. I will be available by phone or email a few weeks after my departure to help out.*

*Sincerely,*

*Jessica Storm*