Short Notice Resignation Letter Format

Name of Employee

Address of Employee

City, State, Zip Code

Phone Number

Email Address

Date: Insert Date here

Name of Employer

Title of Employer

Name of Organization

Address of Organization

City, State, Zip Code

Dear Sir/Madam, (or insert the last name of the person here instead of Sir/Madam)

I am writing this letter to inform you that I am resigning from the position of Sales Manager from ABC Company. Please accept this letter as a formal resignation. My last day on the company would be on (Insert date here). Two weeks’ notice is standard but due to unforeseen circumstances, I have to leave as soon as possible.

I am glad to assist during this transaction.

Thank you for everything you have taught me during the last three years. I have enjoyed working with the ABC Company.

Sincerely,

Signature

Typed Name