
3 Days Notice Period Resignation Letter

Anna Lee

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October 8, 2024

David Turner

Human Resources Manager

Innovative Solutions Inc.


789 Enterprise Way

Hometown, CA, 93001

Dear Mr. Turner,

I am writing to formally announce my resignation from my position as Marketing Specialist at Innovative Solutions Inc., effective three days from today, October 11, 2024. This decision has not been easy, but due to unforeseen personal circumstances, I am unable to continue my employment beyond this date.

I regret that I am unable to provide a longer notice period and am sincerely apologetic for any inconvenience this may cause. During my remaining days, I am committed to completing my current tasks and providing assistance to ensure a smooth transition of my duties.



I am grateful for the opportunities I have had to grow both professionally and personally during my tenure at Innovative Solutions Inc. It has been a pleasure to work alongside my colleagues and under your leadership.

Please let me know how I can help during these next few days. I wish Innovative Solutions Inc. continued success and hope to maintain our professional relationships in the future.

Thank you for your understanding and for the opportunities provided during my time at the company.

Sincerely,

Anna Lee