

Resignation Letter Short Notice Period

To,

John Clarkson

Managing Director

Billy Jones Corporation

D-45, Westwood road, London

Date: 27th May 2014

Subject: short notice resignation letter

Respected Sir,

I, Jonathan Trott am writing this letter to inform you that I have decided to resign from the position of a senior marketing manager from Billy Jones Corporation. I shall be resigning from all my duties as a marketing manager from 5th June onwards and do realize that this is a very short notice for resignation. Due to some urgent reasons, I wasn't able to drop in a notice before and I apologize for the same.

I have been part of this great organization for over 5 years now and have learnt everything I know about marketing by working here with the most enlightened minds. Leaving this company is more of a sad circumstance for me rather than a choice. My wife works as a government employee and has been transferred to Scotland on an urgent basis and this is the reason that I would have to resign and move with her. I hope that you will understand and sign my resignation as soon as possible.

It was great working with you Sir,

Thanking you

Yours faithfully

Jonathan Trott

Senior marketing manager

Billy Jones Corporation