

Short Notice Resignation Letter

ters

At some point in your life, you may find yourself in a situation where you need to voluntarily resign from your job. Although the usual courtesy is to give at least two weeks' notice, there may be some circumstances where you need to leave your job sooner than that. In those cases, you should write a short notice resignation letter to your employers. This can help soften the blow and facilitate continued goodwill between you and your employers.

Format and Content

You should always write a formal business letter when resigning, but for a short notice resignation letter you should strive to be extra cordial and sincere since you may be leaving your co-workers in a bind. The most cordial and professional short notice resignation letter format should contain a brief summary of your situation and intentions, an expression of apology for causing inconvenience, gratitude for experience gained, and a working contact number in case anyone needs to reach you.

Sample

When you need to write your own letter of resignation, time is of the essence and looking at a sample can help you find the right words to say in a pinch. Here is a short notice resignation letter sample from an employee who has suddenly decided to leave her position for personal reasons. She gives the details of her resignation in a concise manner and sends a copy of the letter to both her immediate supervisor and the human resources department.

Rachel M. Jones
123 Bluebird Lane
Columbus, OH 43266
Tel: (555)555-5555

To:

Devin H. O'Brien
Manager, HR
ABC Company
123 Red Rock Road
Columbus, OH 43266

Sept. 1, 2013

Dear Mr. O'Brien,

I wish to regrettfully 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

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