

Short Notice Resignation Letter

Your Name

Your Address

Your City,

Your Phone Number

Your Email

Date

Name

Title

Organization

Address

City,

Dear Mr. /Ms. Last Name:

Please this letter serves as a formal notice that I will be resigning from my position as the Market lead of ABC group of Companies on the 9th of August, 2019.

I understand that I am supposed to give at least a 2 weeks' notice according to the company's standard; however, personal unforeseen circumstances played out that made it impossible for me to give adequate notice.

I also want to use this opportunity to thank you for the personal and professional development opportunities that this company has provided me with in the last 2 years.

I also want to use this opportunity to tell you that I will be available and glad to assist with the transition process.

I have enjoyed the last 2 years of my life working with ABC Group of Companies, and I appreciate the amazing working environment and support from the organization and staff members.

Sincerely,

(Signature)

Name.