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Shorter Notice Sample Resignation Letter

Use this shorter notice sample resignation letter as a guideline for the formatting of your own letter. Don't forget to add the current date and sign the letter by hand before delivering it.

Your Name
Street address
City, State, Zip Code
Phone number
E-mail address

Date

Company Name
Employer's name
Position or title
Mailing address
City, State, Zip Code

Dear Mr. Marvin,

This is to inform you of my decision to leave the company effective Friday, December 8.

I have accepted a sales manager position with another company and they've requested I start on Monday. I understand our company policy requires a two-week notice, but I hope you will assist me in this move. Please be assured I will do whatever necessary this week to settle accounts in preparation for my departure.

I wish you and the team at A Plus Micro all the best.

Sincerely,

(Hand written signature)

I.M. Leaving