
Short Resignation Notice Letter Example

[Your Name, MD]

[Your Address]

[City, State, Zip Code]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I'm writing to resign from my position at [Company Name], effective immediately. Due to unforeseen circumstances, I'm unable to continue my role. I'm grateful for the opportunities provided to me, and I will do my best to ensure a smooth transition..

Best regards,

[Your Name]