

[Your Name]

[Your Job Title]

[Your Department]

[Company Name]

[Date]

Dear [Manager's Name],

I regret to inform you that, due to personal reasons, I am resigning from my position as **[Your Job Title]** at **[Company Name]**, effective immediately. My last working day will be **[Last Working Day]**.

I sincerely apologize for being unable to serve my full notice period. However, I will ensure that all my current tasks, including **[specific project or task]**, are completed or properly handed over before my departure. I will also make sure that all my files and notes are organized and accessible to you and the team.

Please know that I will remain available by phone or email to answer any questions and support my successor during the transition.

Thank you for your understanding and support during my time at **[Company Name]**. I have greatly appreciated the opportunity to grow professionally and have enjoyed working with such a dedicated team.

I apologize for any inconvenience my sudden departure may cause and wish you and the company continued success in future endeavors.

Sincerely,

[Your Full Name]