**Resignation Letter No Notice/Short:**

(insert your address)

(insert your contact details)

(insert date that letter was written)

(insert employer name)

(insert company details)

Dear Mr/Mrs/Miss/Ms/Dr (insert employer name),

Please accept this letter as my formal resignation from my position as (insert job title) at (enter company name), effective immediately from (enter date).

I apologise for not being able to give you more notice. However, due to certain circumstances (insert reason), I need to resign straight away.

Please forward my final paycheck to the following address (insert address) and contact me if there are any problems (insert contact details) during this extremely short transition period.

It has been a great pleasure to work with you and my other colleagues at (company name). The place as well as the people will truly be missed. If you are willing to write me a reference, I would be grateful. Thank you for everything you have helped with during my time at (company name).

Yours sincerely,

(hand signature for printed letter)

(insert your name)

(insert your contact details)