

Resignation Letter Example – No Notice

Your Name
Your Address
Your City, Post Code
Your Email

Date

Name
Title
Organization
Address
City, Post Code

Dear <enter manager name>,

I wish for you to accept this letter as the official notification that I am resigning from my position of <enter job title> with <enter company name> on <enter last day of work date>. I am sorry that I cannot give you more advance notice as some unforeseen circumstances are out of my control. I need to resign from your company immediately.

I would appreciate it if you would send my final paycheck to my home address you have on record. Thank you for the opportunity to work at your company and for the support you provided to me.

Sincerely,

Your signature

Your typed name