

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

Please accept this letter as notification that I am resigning from my position with ABCD Company on September 15. I apologize for not being able to provide two weeks notice.

I regret that, due to circumstances beyond my control, I need to resign immediately.

Please forward my last paycheck to my home address.

Thank you for the support that you have provided me during my tenure with the company.

Sincerely,