

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

Date

Employer's 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 job effective tomorrow (September 15). I apologize for not being able to give more notice. However, I regret that, due to circumstances beyond my control, I need to resign right away.

If possible, please forward my final paycheck to my home address (listed above).

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

Sincerely,

*Your Signature* (hard copy letter)

Your Typed Name