

June 10, 2024

Mr. John Smith  
Human Resources Manager  
XYZ Corporation  
123 Business Road  
City, State, ZIP

Dear Mr. Smith,

Please accept this letter as formal notice of my resignation from my position at XYZ Corporation, effective two days from today. Due to unforeseen circumstances, I am unable to provide more notice, and my last working day will be June 12, 2024.

I appreciate the opportunities and experiences gained during my time with the company. I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities before my last day.

Thank you for your understanding.

Sincerely,

Jane Doe