[Today's Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I trust this letter finds you well. I am writing to announce my resignation from my position as **[Your Job Title]** at **[Company Name],** effective **[Last Working Day, which is less than the standard two weeks' notice, e.g., August 12, 2023].**

I understand the inconvenience of the short notice period and regret any disruption it may cause. However, due to unforeseen circumstances, I must expedite my departure from **[Company Name].**

I am committed to ensuring a smooth transition and am available to assist during the limited notice period.

Thank you for your understanding during this time.

Sincerely,

[Your Name]