**Short Resignation Letter Template**

Giorgina J. Rodri

100 Broadway Lane

New Parkland, CA 91010

September 18, 2024

Elenna C. Fisconti

Director, HR

New Parkland University

100 University Way

New Parkland, CA 91010

Dear Ms. Fisconti,

I am writing to formally announce my immediate resignation from my role as Executive Assistant to the President at New Parkland University. Regrettably, unforeseen circumstances have arisen, leaving me unable to provide the customary notice period. Consequently, my last day of employment will be tomorrow, September 19, 2024. Please consider this letter as my official resignation.

My intention is to dedicate the entire day tomorrow to complete any pending projects and to vacate my office. I want to reassure you that the University President is already aware of my resignation and acknowledges that tomorrow marks my final day of service. For any further assistance or inquiries, please do not hesitate to reach out to me at (555) 666-7777 or via email at Giorgina@Rodri.com. I will make every effort to respond promptly.

I extend my best wishes to you and my colleagues for success in your future endeavors and express my gratitude for your prompt attention to this matter.

Sincerely,

Giorgina Rodri

Executive Assistant to the President

New Parkland University