**How to quit a job on short notice**

From,

Juhi Bechlia, Almond City, Bekaner USA-20001 (+76)-999-009-9999

[juhi@gmail.com](mailto:juhi@gmail.com) Date: 15 Aug, 1947

To,

W. Elana,

Werter Gate Bagpath (+56)-567-332-5433

[elen@htmail.com](mailto:elen@htmail.com) Dear Sir/Madam,

I am writing this letter to announce my immediate resignation from the Company's Sales Executive position. The sudden notice comes at a time when I have to return to my hometown for some vital family matter which will buy most of my time.

I want to thank the esteemed organization and extend immense gratitude for giving me a chance to work here and contribute to the growth and prosperity of the organization. My career kick-started at this company, and I am delighted with that.

I am sorry due to such circumstances I had to send this resignation letter on such a short period. Please let me know if I can be of any help to the department during the time I am here in this city.

Thank You. Yours sincerely, Juhi Bechlia,