

## How to quit a job on short notice

From,  
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To,  
W. Elana,  
Werter Gate Bagpath  
(+56)-567-332-5433  
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,

