

RESIGNATION LETTER SHORT NOTICE

HYper Htyuos
Balance Pipe Open Store House
Dallas, USA-890570
hgyuiop@gmail.com

Date: 3rd Nov 1997

NYC Co. Lz. Ltd
Sopan Service Street
Idaho, USA-30089

Dear Sir,

I, (Employee Name), had resigned from my services as a (designation) at (Organization name) with effect from (date). However, I regret to inform you to due to sudden circumstances, and I will not be able to complete the notice period. I expect to be relieved at (date) or even earlier if possible.

I hope that you understand my situation and provide an early exit. Also, you can email me the details of my last pay cheque and remaining dues on (email id).

Sincerely,

Krita Sharma,
78/9 - Building X,
Pune-40056

