Your Name

Street Address   
City, ST ZIP Code

Date

Recipient Name  
Title  
Company Name  
Street Address  
City, ST ZIP Code

Dear Recipient Name:

My joining date for the new job is the 11th of October. Unfortunately, I will not be able to serve you for the required notice period of one month. I earnestly request you to let me wind up within this week. I regret the inconvenience.

My last working day at XYZ will be Friday, 8th October. I will be available through email or phone for anything I can assist you with. I am also willing to visit the office any day during this entire month to sort out any issue that may arise due to my sudden resignation.

I shall be extremely grateful to you for your cooperation. I am also thankful to the company for providing me with valuable job experience.

Sincerely,

Your Name