To

(Recipient Name)  
Designation  
company/business name  
Address

Dear (NAME),

I extend my apologies for writing the resignation letter at the eleventh hour; however, due to uncongenial circumstances, I have to resign from my position as (your designation) with (company or institute name) effective one week from today, (Date). I fear my immediate resignation may cause you and your company some inconvenience and I apologize for it. I apologize to my colleagues too who may have to put enormous efforts this week due to my resignation.

Besides my apology, I am here to help the company in case of any financial loss due to my sudden departure I really hope that the company will understand my current situation will not allow held me answerable for immediate notice of my resignation.

I assure you that I will put my best foot forward during this last week's stay at (company name) and work incredibly to make the company proud. In addition to that, the project on which I am currently working (name or detail of the project) must be completed this week before my departure.

Thank you!

Yours sincerely,   
Name  
Designation

Signature