

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Apology for Quitting

Dear :

I apologize for the short notice that I gave for resigning from my position as {position}. Due to circumstances beyond my control, I am unable to continue as an employee of {name of company}. My time as an employee of {name of company}, has been very enjoyable and a learning experience that I will value always.

Thank you for your understanding in this matter. If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E