

## Resignation Letter example #2 – Short Notice

**JOHN DUNN**

303-678-7777 • Boulder, CO 80301 • [jdunn@gmail.com](mailto:jdunn@gmail.com)

---

March 13, 2020

Ron Ely  
Supervisor, Communications  
Out of Africa Imports  
8484 Sierra Road  
Boulder, CO 80302

Dear Ron:

I am formally submitting my letter of resignation effective Friday, March 20, 2021, from my position as Communications Liaison at Out of Africa Imports. My apologies for giving you such short notice. This is due an offer I received and have accepted from another company in Los Angeles, CA.

I would like to express my gratitude for the opportunities this company has provided me over the past five years I have worked here. Your encouragement, support and leadership made a strong impact on my career.

I appreciate your understanding and I am willing to help make this transition easier over the next few days.

If you need to contact me after my departure, please do not hesitate to contact me via phone or email. I will be happy to help answer questions about my, to provide a smooth transition.

Sincerely,

***John Dunn***

John Dunn