Dear [employer’s name],

Please accept this message as my formal resignation notice from the position of [job title] at [company name]. My last working day will be [date].

I understand that, per the terms of my employment contract, my notice period is [number of weeks]. However, I must ask that we waive this clause as I will unfortunately not be able to continue to carry out my duties at [company name] until then.

Please accept my apologies for any inconvenience that this short notice resignation may cause.

I would like to thank you for your understanding and for all the great experiences you have provided me with during my time here. I am grateful to have had the chance to work with you.

Sincerely,

[your name]