Immediate resignation letter

Editable sample letter: replace the details with your own records before signing

Date: [Issue date]
From: [Employee Name], store assistant, employee code [Employee ID]
To: The store manager, [Company]
Subject: Resignation asking for notice to be waived
Dear manager,
I resign from my role as store assistant. My appointment letter requires notice that I am not able to serve. I ask the company to waive the unserved notice. My proposed last working day is [Last working day], the date of this letter.
I have returned the store keys to the supervisor this morning. I understand the company may refuse the waiver. If the contract allows a deduction or a payment for short notice, payroll should calculate it. I am not stating an amount.
Please reply in writing whether the waiver is agreed and whether [Date] is my last day. Until that reply, I will follow the manager's written instruction about attendance.
Yours sincerely,
[Employee Name]