

Resignation Letter Requesting Early Release from Notice Period

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Designation]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., two weeks from the date above]. According to my employment contract, I am required to serve a notice period of [Notice Period, e.g., one month]. However, due to [briefly state your reason, e.g., personal circumstances/another opportunity/family reasons], I kindly request an early release from my notice period. I propose [Proposed Last Working Day, e.g., two weeks from now] as my final day of employment.

I am committed to supporting a smooth transition and will ensure that my remaining responsibilities are handed over effectively. I am willing to assist in training my replacement and will complete all ongoing tasks to the best of my ability before my departure.

I appreciate the opportunities and guidance I have received during my time at [Company Name]. I am grateful for your understanding and consideration of my request for an early release.

Thank you for your support.

Sincerely,
[Your Name]