

Resignation Letter with Apology for Leaving Early Sample

A **resignation letter with apology for leaving early** sample is a professionally crafted document used by employees to formally announce their decision to resign before the planned end date. This letter typically includes a sincere apology for any inconvenience caused by the early departure, expresses gratitude for the opportunities provided, and offers assistance during the transition period. This approach helps maintain positive relationships with the employer and ensures a respectful and courteous exit from the organization.

Sample Resignation Letter with Apology for Leaving Early

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[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 now]. I sincerely apologize for having to leave earlier than I originally intended. I understand that this may cause inconvenience to the team, and it was not my intention to disrupt I am truly grateful for the valuable experience and support I have received during my time at [Company Name]. Working with you and the entire team has been a tremendous opportunity. To help ensure a smooth transition, I am more than willing to assist in training my replacement, completing outstanding tasks, or providing any information needed during my notice period. Thank you very much for your understanding and for all the guidance you have provided me. I hope to keep in touch and wish [Company Name] continued success in the future.
Yours sincerely,
[Your Name]