

Simple Resignation Letter with Request for Early Release from Contract

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient'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 today]. I am grateful for the valuable experiences and opportunities I have gained during my time with the company.

Due to [briefly state reason, e.g., personal circumstances, new opportunity, family reasons], I respectfully request your consideration for an early release from my contractual notice period, if possible. I am willing to assist in the transition by completing any pending tasks and ensuring a smooth handover of my responsibilities.

Thank you for your understanding and support. Please let me know if there is any way I can help during this transition. I appreciate the guidance and opportunities provided to me during my tenure at [Company Name].

Sincerely,
[Your Name]