

Professional Resignation Letter Example with Early Exit Request

Date: [Your Date]

To:

[Supervisor's Name]

[Title]

[Company Name]

[Company Address]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day] – typically two weeks from date above, or your standard notice period]. I have greatly appreciated the opportunities for professional and personal growth that you and the company have provided me during my tenure.

Due to [brief reason for early departure, e.g., personal circumstances, a unique career opportunity, relocation], I would like to respectfully request an early release from my notice period. My preferred last working day would be [Proposed Early Exit Date], which is [mention how many days/weeks earlier than the standard notice period]. I am committed to ensuring a smooth transition and am willing to assist in handing over my responsibilities or training my replacement during this period.

I value my experience at [Company Name] and am grateful for the support and guidance received from you and my colleagues. Please let me know if there are any outstanding matters I should address before my departure, or if further information is needed to facilitate the transition.

Thank you once again for the opportunities and support. I hope to keep in touch and wish the team continued success.

Sincerely,

[Your Name]