

Formal Resignation Letter Seeking Early Release Approval

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

[Recipient's Name]
[Recipient's Designation/Title]
[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 [Your Intended Last Working Day, e.g., June 20, 2024]. According to my employment contract, I am required to serve a notice period of [number of weeks/months]; however, due to personal reasons, I respectfully request your approval for an early release, with my final working day being [Preferred Last Working Day].

I want to express my sincere gratitude for the opportunities and support I have received during my tenure at [Company Name]. My time here has been both professionally and personally rewarding, and I am truly appreciative of all the guidance and encouragement.

I assure you that I will do everything possible to ensure a smooth transition. I am committed to completing any outstanding tasks and am willing to assist in training my replacement or handing over my responsibilities during this period.

I kindly request your consideration and approval for my early release. I hope for your understanding and support in this matter and am happy to discuss my request further at your convenience.

Thank you once again for the invaluable experience and support. I wish the company continued success.

Sincerely,
[Your Name]