

Resignation Letter Sample: Requesting Early Release from Notice Period

[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, as per standard notice period].

Due to [briefly state your reason, e.g., personal circumstances/urgent new opportunity/relocation], I respectfully request to be released from my notice period earlier than stipulated in my contract. My proposed final working day would be [Requested Last Working Day], which is [number of days/weeks] from now.

I assure you that I am committed to ensuring a smooth transition. I am willing to assist in training my replacement, documenting my current duties, or completing any outstanding tasks before my departure.

I appreciate your understanding of my situation and kindly request you to consider my request for early release. Please let me know if there are any formalities to complete or additional assistance I can provide during this transition period.

Thank you for the opportunities and support I have received during my time at [Company Name]. I am grateful for my experiences and wish the team continued success.

Sincerely,
[Your Name]