

Sample Resignation Letter Requesting Immediate Early Release

Date: [Your Date]

To,
[Manager's Name]
[Designation]
[Company Name]
[Company Address]

Subject: Resignation Letter with Request for Immediate Early Release

Dear [Manager's Name],

I am writing to formally tender my resignation from my position as [Your Position] at [Company Name], effective immediately. Due to [briefly state reason – e.g., personal circumstances, family obligations, or urgent health matters], I kindly request to be relieved from my duties at the earliest possible date, waiving the standard notice period if permissible.

I am grateful for the opportunities and experiences I have gained during my tenure at [Company Name]. I appreciate the support and guidance extended to me by you and the entire team.

I assure you of my cooperation in ensuring a smooth handover of my responsibilities and in facilitating any transition activities as required during my remaining days.

I sincerely hope that you will understand my situation and consider my request for an immediate early release favorably.

Thank you once again for the opportunity to be a part of [Company Name]. I wish the organization continued success in all its endeavors.

Sincerely,
[Your Name]
[Your Designation]
[Contact Information]