

Polite Resignation Letter with Early Last Working Day Request

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

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company/Organization Name], effective [proposed last working day, e.g., two weeks from today or specific date]. I understand that my employment contract requires a [notice period, e.g., one-month] notice, but I would like to kindly request consideration for an earlier last working day.

This decision was not easy, as I have greatly valued my experience and growth during my time here. I am deeply grateful for the opportunities, support, and understanding extended to me by you and the entire team.

Due to [brief reason for early departure, e.g., personal circumstances, new opportunity, relocation], I respectfully request to shorten my notice period and propose [proposed last working day] as my final day. I am fully committed to ensuring a seamless transition and will do everything possible to wrap up my responsibilities, assist in training my replacement, and provide all necessary documentation.

I sincerely hope my request can be accommodated, but I am willing to discuss how best to facilitate a smooth handover and minimize any inconvenience this may cause.

Thank you once again for your understanding, guidance, and the positive working environment. I look forward to staying in touch and wish [Company/Organization Name] continued success.

Yours sincerely,
[Your Name]