

Early Resignation Letter for Contractual Employee (Before Contract End)

Below is a template you can use to formally submit your resignation prior to your contract's end date.

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

[Date]

[Recipient's Name]
[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 [Last Working Day, typically as per the required notice period, e.g., two weeks from today, or specific date].

While my contractual employment was scheduled to conclude on [Original Contract End Date], due to [brief/optional explanation, e.g., personal reasons, or unexpected circumstances, or leave blank if you wish], I must respectfully request an early release from my duties.

I want to express my gratitude for the valuable opportunities and support provided during my time here. I am committed to ensuring a smooth transition and will complete my outstanding work and assist in handing over my responsibilities as needed.

I kindly request your understanding and cooperation regarding my early departure. Please let me know of any formalities to be completed or documents to be signed during this process.

Thank you for your consideration.

Sincerely,
[Your Name]

Note: Please tailor the template to your specific situation and review your contract or consult HR for any obligations regarding notice periods or resignation procedures.