

Date: [Your Date]

To,
[Recipient Name]
[Designation]
[Company Name]
[Company Address]

Subject: Request for Early Release from Employment - Resignation Letter

Dear [Recipient Name],

I am writing to formally tender my resignation from my position as [Your Job Title] at [Company Name], effective [Last Working Day as per Notice Period]. I would like to express my sincere appreciation for the opportunities and support I have received during my tenure with the organization.

I kindly request your consideration for an early release from my contractual notice period, as I have accepted a new job offer that requires me to join by [New Job Joining Date]. I assure you that I am committed to ensuring a smooth and seamless transition during this period. I am willing to assist in handing over my responsibilities and training a suitable replacement as required.

I respectfully request that my last working day be adjusted to [Proposed Early Release Date], subject to your approval. I believe this arrangement will allow sufficient time for the necessary transition while accommodating my new joining date.

Thank you very much for your understanding and support. I deeply appreciate the experience and growth I have gained at [Company Name] and look forward to staying in touch.

Sincerely,
[Your Name]
[Your Contact Information]
[Your Employee ID, if applicable]