

# Resignation Letter with Request for Early Release from Notice Period

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

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

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [dd/mm/yyyy]. This decision was not an easy one and comes after careful consideration of my personal and professional goals.

As per my employment contract, I am required to serve a notice period of [Notice Period, e.g., one month]. However, due to [briefly state reason, e.g., personal commitments, joining a new employer, relocation, etc.], I kindly request that my last working day be [proposed last working day, e.g., two weeks from today], thereby shortening my notice period.

I am committed to making the transition as smooth as possible. I will ensure the completion of any pending tasks, assist in handing over my responsibilities, and provide support in training a replacement if required.

I am grateful for the opportunities and support I have received during my tenure at [Company Name]. I have learned a great deal and appreciate the guidance extended to me throughout my time here.

I sincerely hope you consider my request for an early release from my notice period. I am happy to discuss this further and provide any information needed to aid in this transition.

Thank you for your understanding and support.

Yours sincerely,  
[Your Name]