

Resignation Letter Template: Early Release Due to Personal Reasons

Below is a sample template you can use to draft your resignation letter requesting an early release due to personal reasons:

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

[Recipient's Name]
[Recipient's Position]
[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 [desired last working day, e.g., "two weeks from today, June 28, 2024"]. Due to unforeseen personal reasons, I kindly request an early release from my notice period.

I am truly grateful for the opportunities and experiences I have gained during my time at [Company Name]. It has been a privilege to work with a supportive team and contribute to the organization's goals.

While personal circumstances necessitate my early departure, I am committed to supporting a smooth transition. I am happy to assist in handing over my responsibilities and training a replacement, should you find it helpful.

Thank you very much for your understanding and support during this time. I hope to maintain a positive relationship moving forward, and I wish [Company Name] continued success.

Sincerely,
[Your Name]

Note: Remember to personalize the template with your specific details and adjust the tone as appropriate.