

Resignation Letter Template: Request for Early Release After Tendering Notice

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Your Last Working Day â€“ as per notice period]. I have greatly appreciated the opportunities and experiences I have gained during my tenure with the company.

Due to [briefly state personal or professional reasons, if comfortable, e.g., pressing personal obligations, new opportunities, etc.], I kindly request your consideration for an early release from my notice period, ideally making my last working day [Proposed Early Release Date]. I assure you that I will complete all outstanding tasks and facilitate a smooth handover process to minimize any disruption.

I am grateful for your understanding and support regarding my request. Please let me know if there are any formalities or further steps I should undertake in relation to this process.

Thank you again for the valuable experience and guidance during my time with [Company Name]. I hope to maintain a positive relationship moving forward.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]