

Professional Resignation Letter with Early Exit Request and Notice Period Waiver

[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 [Last Working Day], subject to your kind approval of my early exit request and notice period waiver.

Due to [briefly state reason for early departure, e.g., personal reasons, new opportunity, family matters], I respectfully request your consideration to waive my [notice period duration, e.g., two weeks/one month] notice period, allowing my last working day to be [proposed early exit date]. I assure you that I will do my utmost to ensure a smooth transition and complete any outstanding tasks or handover responsibilities before my departure.

I am truly grateful for the opportunities and support I have received during my time at [Company Name]. Working here has contributed greatly to my personal and professional growth, and I have enjoyed collaborating with such a talented team.

I hope for your understanding and positive response to my request. Please let me know how I can assist further during this transition.

Thank you once again for everything.

Sincerely,
[Your Name]