

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically a date at least two weeks from the letter date]. However, I kindly request an expedited exit due to [brief reason, e.g., personal circumstances, a new opportunity, etc.].

I appreciate the opportunities I've had during my time with the company and value the experience gained while working with such a talented team. I am committed to ensuring a smooth transition and am willing to assist in transferring my responsibilities before my departure.

Thank you for your understanding. I hope to stay in touch and wish [Company's Name] ongoing success.

Sincerely,
[Your Name]