

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

[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally resign from my position at [Company's Name], effective [last working day, typically two weeks from the date above]. Due to [brief reason for early termination, e.g., personal circumstances, a new opportunity], I have made the difficult decision to leave my role earlier than initially anticipated.

I am grateful for the opportunities I have had while working at [Company's Name] and appreciate the support and guidance you have provided during my time here. I will do my best to ensure a smooth transition and complete any outstanding tasks before my departure.

Thank you for your understanding.

Sincerely,
[Your Name]