

[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 two weeks from the date of this letter]. I am requesting an early exit, and I would like to discuss the possibility of [specific early leave date].

I have greatly enjoyed my time at [Company's Name] and appreciate the opportunities for personal and professional development. However, due to [brief explanation of personal reasons], I must prioritize my circumstances at this time.

I am committed to ensuring a smooth transition and will complete all outstanding tasks and assist in training my replacement as needed.

Thank you for your understanding and support during this time. I hope to stay in touch and wish the team continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]