

[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 the letter]. However, I kindly request an early relieving date of [Requested Early Relief Date] due to [brief reason for the request, e.g., personal reasons, new job opportunity, etc.].

I have enjoyed working at [Company's Name] and appreciate the opportunities for professional and personal development. I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively.

Thank you for your understanding and support. I hope to stay in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]