

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

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. Due to [brief reason for early relieving, e.g., personal reasons, health issues, etc.], I kindly request an early relieving from my duties. I understand this may cause inconvenience, and I am willing to assist in the transitional period to ensure a smooth handover of my responsibilities.

I appreciate the opportunities for professional and personal development that I have been offered during my time at [Company Name]. I am grateful for the support and guidance I have received from you and my colleagues. Thank you for your understanding. I hope to maintain a positive relationship moving forward.

Sincerely,

[Your Name]  
[Your Job Title]