



SPECIMEN RESIGNATION LETTER - REQUEST SHORTER NOTICE PERIOD

Dear *(the recipient's name is entered here)*

I write to confirm that I am resigning from my position as *(Your job title entered here)*.

I have decided that it is time to move on and I have accepted a position elsewhere. This was not an easy decision and took a lot of consideration. However, I am confident that my new role will help me move towards some of the goals I have for my career.

My contract of employment requires me to work here for a further *(your notice period entered here)* weeks from the day I give notice. However, I wish to request that you release me at an earlier date because my new employer wants me to start work on *(the date you want to leave is entered here)*. Please be assured that I will do all I can to assist in the smooth transfer of my responsibilities before leaving.

I wish you and *(the name of your current employer entered here)* every good fortune and I would like to thank you for having me as part of your team.

Yours sincerely