

Early Exit Communication

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Early Exit Notification

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I am grateful for the opportunities I have had during my time here. I appreciate the support and guidance I have received from you and the team.

I am committed to ensuring a smooth transition and will do my utmost to complete my current projects and assist in the handover process. Please let me know how I can help during this time.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to keeping in touch, and I wish the team continued success.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]