

Early Exit Declaration Letter

Date: [Insert Date]

To: [Manager's Name]

Position: [Manager's Position]

Company Name: [Company Name]

Company Address: [Company Address]

Dear [Manager's Name],

I am writing to formally declare my early exit from my position as [Your Position] at [Company Name], effective [Last Working Day]. This decision comes as a response to ongoing concerns regarding the workplace environment that I believe are detrimental to both my professional and personal well-being.

While I appreciate the opportunities I have been offered during my time at [Company Name], I have concluded that a change is necessary for my overall happiness and health. I genuinely hope that my departure can contribute to fostering a positive work culture that promotes the well-being of all employees.

Thank you for your understanding. I am willing to assist in the transition process and ensure a smooth handover of my responsibilities.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]