

# Early Exit Explanation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Early Exit from Employment**

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally explain my early exit from my position at [Company's Name]. This decision was not made lightly, and it stems from an incredible opportunity for career advancement that aligns perfectly with my long-term professional goals.

I have truly appreciated the opportunities for growth and learning during my time at [Company's Name]. The experiences and skills I gained here will undoubtedly serve me well in my future endeavors. I would like to express my gratitude to you and the entire team for the support and collaboration throughout my tenure.

Please know that my decision to leave is in no way a reflection of the company or my time here; it is simply a step towards furthering my career path and fulfilling my aspirations. I am committed to ensuring a smooth transition during my remaining time and will do everything possible to hand over my responsibilities effectively.

Thank you for your understanding. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]