

Early Exit Formal Request for Employment Termination

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request an early exit from my position at [Company's Name] due to unforeseen family obligations that require my immediate attention. I regret any inconvenience this may cause and want to express my gratitude for the opportunities I have had during my time here.

My last working day will be [Insert Last Working Day], allowing for a [Insert Notice Period] notice period as per company policy. I am committed to ensuring a smooth transition and will be happy to assist in the handover process.

Thank you for your understanding and support regarding this matter. I hope to stay in touch and wish [Company's Name] continued success.

Sincerely,

[Your Name]