

Application for Release from Employment Bond

[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]

Dear [Employer's Name],

I hope this letter finds you well. I am writing to formally request a release from my employment bond dated [Bond Date] with [Company's Name]. Due to [briefly explain the reason, e.g., personal circumstances, pursuing a new opportunity, etc.], I believe it is in both our interests to discuss my situation.

I understand the obligations of the bond; however, I respectfully request your consideration of my circumstances. I assure you of my commitment to facilitate a smooth transition during this process.

Thank you for your understanding. I am looking forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]