

Immediate resignation letter and early release request

Three sample letters. Keep the one that fits, replace the text in [brackets], and match the notice period in your appointment letter.

SAMPLE 1

Subject: Resignation with request for immediate release

Dear [Manager's name],

Please accept this letter as my resignation from the position of [Designation] at [Company name]. Due to unforeseen circumstances, I request to be relieved with immediate effect, or at the earliest date you find possible.

I understand that my appointment letter specifies a notice period, and I regret that I am unable to serve it in full. To reduce the impact on the team, I will prepare a complete handover document covering my ongoing tasks, pending items, files and access details before I leave. I will also remain available on phone and email for any questions for some time afterwards.

I am willing to adjust my available leave against the notice period or pay the notice buyout for the remaining days, as per company policy.

I am grateful for the support I have received here, and I apologise for the short notice. Kindly guide me on the exit formalities, full and final settlement and relieving letter.

Yours sincerely,

[Your name]

[Designation]

SAMPLE 2

Subject: Resignation – request for early release

Dear [Manager's name],

I am resigning from my role as [Designation]. My notice period would end on [Last working day], but I would be grateful if you could relieve me by [Requested relieving date].

I will finish the most urgent items first and share a handover note with the team within the next few days. If any part of my notice needs to be adjusted against leave or notice pay, I am happy to follow the company policy.

I understand this depends on the team's needs and will respect your decision. Thank you for your support and for the time I have spent here.

HR is copied on this email so the process can begin.

Regards,

[Your name]

[Designation]

SAMPLE 3

Subject: Notice buyout and early relieving – [Your name], [Employee ID]

Dear [HR manager's name],

I have submitted my resignation to my reporting manager, [Manager's name], and have requested early release. My last working day as per the notice period would be [Last working day]; I am requesting to be relieved on [Requested relieving date] instead.

Could you please confirm the following?

1. The number of unserved notice days and the buyout amount, if applicable.
2. Whether my earned leave balance can be adjusted against the notice period.
3. The clearance steps, including laptop and ID card return.
4. The expected dates for my full and final settlement, relieving letter and experience letter.

I will complete my handover with my manager before the requested date so that the team is not affected. Please let me know if any forms need to be filled or signed.

Thank you for your help.

Regards,

[Your name]

[Designation]

Employee ID: [Employee ID]