Letter requesting a shorter notice period

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

[Date]

To,
[Manager's Name]
[Designation]
[Company Name]

Cc: [HR Contact Name]

Subject: Request for an earlier last working day

Dear [Manager's Name],

I submitted my resignation on [Resignation Date], and my last working day is currently [Current Last Day]. I am writing to request that I be relieved on [Requested Earlier Date] instead.

The reason is [brief reason, for example, a fixed start date in my new role / a family commitment]. I understand that this is not automatic and that it is subject to my appointment letter and company policy.

To make this easier for the team, I have already handed over [completed items] and prepared a document of the remaining work. The remaining tasks, [remaining items], can be completed by [Date] if you can nominate a colleague to receive them.

I am open to discussing whatever adjustments the company's policy allows, such as using my leave balance or other arrangements HR may suggest.

I would be grateful for your consideration.

Yours sincerely,

[Your Name]
[Employee ID]