

Resignation Email Requesting Shortened Notice Period

Subject: Resignation with Request to Shorten Notice Period

Dear [Manager's Name],

I am resigning from my role at [Company Name] and will serve a notice period as per policy.

However, due to personal circumstances, I kindly request that my notice period be reduced from [X weeks] to [Y weeks], making my final working day [date].

I will ensure that my key responsibilities are completed before departure and will assist in the transition as much as possible. I hope you will consider my request favorably.

Thank you for your understanding.

Sincerely,

[Your Name]

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