

[INSERT DATE]

Dear [INSERT MANAGER'S NAME],

Please accept this letter as notice of my resignation from the position of [INSERT JOB TITLE] at [INSERT COMPANY].

Although my employment contract states a required notice period of [INSERT NOTICE PERIOD LENGTH], I would like to reduce this to [INSERT REQUESTED NOTICE PERIOD LENGTH], completing my employment on [INSERT LAST DAY YOU INTEND TO WORK].

This is due to [INSERT REASON WHY YOU REQUIRE A SHORTER NOTICE] and I hope we can come to an amicable agreement to grant this request. I will do everything possible to provide a smooth handover on my current projects..

I have enjoyed being a part of the team and am thankful for the opportunities you have given me during my time here. I hope that I can rely on you for a positive reference in future.

Yours sincerely

[INSERT NAME]