

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Title/Department]
[Company Name]
[Company Address]

Subject: Notice of Early Termination of Fixed-Term Contract

Dear [Recipient Name],

Please accept this letter as formal notification that I am resigning from my position as [Your Job Title]. My fixed-term contract is currently scheduled to end on [Original End Date]; however, I am requesting an early termination of this agreement.

As per the notice period stipulated in my contract, my final day of work will be [Your Last Working Day].

[Optional: Briefly state reason, e.g., I have decided to pursue a new professional opportunity / Due to personal circumstances.]

I want to thank you for the opportunity to work with [Company Name]. I have greatly valued my time here and appreciate the support provided during my employment.

During my final weeks, I am committed to ensuring a smooth transition. I will complete my outstanding tasks and assist in handing over my responsibilities to the relevant team members.

Please let me know the next steps regarding the closing of my personnel file and the return of company property.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]