**Waiver of Notice Period resignation letter**

Your name/address/contact details

Employer name/address

Date:

Dear???????.

Re????Job title/employee ID

In accordance with the terms of my contract, I hereby give you??.Weeks/months notice of my intention to leave.

I would however like to request that you consider waiving the notice period and allowing me to leave at the earlier date of????../immediately.

I have found employment with a new employer and regrettably the start date for that position is???.. I do not wish to cause any disruption to the effective running of your organization and will assist with the transfer of duties and responsibilities before leaving.

I would like to thank you for the opportunity to be a part of your team and wish you and your colleagues all the very best for the future.

Yours sincerely

???????.(Full name)

(Post title)