

[Employee Full Name]  
[Designation], [Department]

Date: [DD Month YYYY]

[Name of Manager / HR Manager]  
[Company Name]

**Subject: Resignation with a request for a shorter notice period**

Dear [Mr/Ms Last Name],

I hereby resign from my position as **[Designation]** at **[Company Name]**. My letter of appointment requires [one month's] notice; I respectfully request that the notice period be reduced so that my last working day is **[Requested Last Working Day]**, because [brief reason: new role start date / relocation / study].

I understand that, if the company does not agree, it may set off the unserved notice against my final settlement as provided in clause [x] of my letter of appointment, and I am willing to discuss a handover plan that reduces the disruption to the team.

I will hand over my responsibilities to [name] and return all company property before my last day. Please process my final settlement, accrued annual leave and EPF and ETF remittances to date, and issue a certificate of service.

Thank you for your consideration and for the opportunity to have worked here.

Yours sincerely,

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**[Employee Full Name]**  
NIC No. [xxxxxxxxxV]