

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my full-time position at [Company's Name], effective [Last Working Day]. I would like to transition to a part-time role within the company.

This decision comes after careful consideration of my personal and professional goals. I have thoroughly enjoyed working with the team and contributing to our projects, and I hope to continue doing so in a part-time capacity.

Thank you for your understanding and support. I am willing to assist in the transition process and train my replacement if necessary.

Sincerely,

[Your Name]