

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have enjoyed working during this seasonal period and appreciate the valuable experiences and opportunities I have gained. Thank you for your support and guidance throughout my time here.

I wish the team continued success, and I hope to stay in touch moving forward.

Sincerely,

[Your Name]