

# Freelance Engagement Resignation Letter

Date: \_\_\_\_\_

Recipient Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally resign from my freelance engagement with [Company Name], effective [last working day, e.g., two weeks from today].

This decision was not easy and took a lot of consideration. However, after careful thought, I have decided to pursue other opportunities that will provide me with new challenges and experiences.

I truly appreciate the opportunities I have had while working with you and the team. I have enjoyed collaborating on the projects and am grateful for your support and guidance throughout my time here.

I am committed to ensuring a smooth transition and will do everything possible to complete my current tasks and assist in handing over any responsibilities.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch and wish you and the team all the best for the future.

Sincerely,  
[Your Name]  
[Your Email]  
[Your Phone Number]