

# Resignation Announcement

Date: [Insert Date]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally announce my resignation as a freelance [Your Job Title] effective [Last Working Day, e.g., two weeks from today, or specific date].

It has been a pleasure working with you and being a part of [Project/Company Name]. I am grateful for the opportunities and experiences I have gained during our collaboration.

During my remaining time, I am committed to ensuring a smooth transition and will assist in wrapping up any outstanding tasks or projects.

Thank you once again for your understanding and support. I look forward to staying in touch and wish you continued success.

Sincerely,

[Your Name]

[Your Contact Information]