

Resignation Letter

Date: [Insert Date]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally resign from my freelance position with [Project/Company Name], effective [Last Working Day, typically two weeks from the date above].

It has been a pleasure working with you and being part of [Project/Company Name]. I appreciate the opportunities I have had to contribute to the projects and grow professionally.

Thank you for your understanding. I am happy to assist in the transition process over the next few weeks to ensure a smooth handover of my responsibilities.

Wishing you and the team all the best in the future.

Warm regards,

[Your Name]

[Your Contact Information]