

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my contractor position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, but due to unforeseen family obligations, I must prioritize my responsibilities at home. I am grateful for the opportunities I have had during my time at [Company's Name] and for the support I have received from you and the team.

I will ensure a smooth transition by completing any outstanding tasks and assisting in the handover process. Please let me know how I can help during this time.

Thank you once again for the opportunity to work at [Company's Name]. I look forward to staying in touch and hope to cross paths again in the future.

Sincerely,

[Your Name]