

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

This decision was not easy and took a lot of consideration. Unfortunately, due to personal reasons, I must step away from my role.

I would like to express my gratitude for the opportunities I've had during my time with the company. I appreciate the support and camaraderie from my colleagues and the team.

Thank you for your understanding. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]