

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Contractor Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

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

This decision was not made lightly, but due to ongoing health-related reasons, I find it necessary to step away from my responsibilities. I have truly valued the time spent working on various projects and the opportunity to collaborate with a talented team.

I am committed to ensuring a smooth transition and will do my best to complete my current tasks and assist in transferring my responsibilities before my departure.

Thank you for your understanding and support during this time. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]