

[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]

Subject: Resignation from Contractor Position

Dear [Recipient's Name],

I am writing to formally resign from my contractor position at [Company's Name], effective immediately. This decision was not made lightly, but I believe it is in my best interest at this time.

I appreciate the opportunities I've had while working with you and the team. I wish you all continued success in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]