

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient 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 I have decided to pursue further education to enhance my skills and advance my career. I am grateful for the opportunities for professional growth you have provided during my time here.

I appreciate the support and guidance from you and my colleagues, and I hope to maintain our professional relationship in the future.

Thank you for understanding my decision. I look forward to staying in touch.

Sincerely,

[Your Name]