

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager'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 I have accepted a new opportunity that aligns more closely with my career goals. I want to express my gratitude for the support and opportunities I have received during my time here.

I am committed to ensuring a smooth transition, and I will do everything I can to wrap up my duties and transfer my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]