

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

This decision was not made lightly; however, I have decided to pursue opportunities that offer greater career advancement and align more closely with my long-term professional goals.

I want to express my gratitude for the opportunities provided to me during my time at [Company's Name]. I have learned a great deal and appreciate the support of the team.

I am committed to ensuring a smooth transition and will do everything I can to complete outstanding tasks and assist in handing over my responsibilities.

Thank you once again for the opportunity. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,

[Your Name]