

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Company Name

Company Address

City, State, Zip Code

## **Subject: Resignation Notice**

Dear [Recipient's Name],

I am writing to formally resign from my contractor position with [Company Name], effective two weeks from today, [Last Working Day].

Thank you for the opportunities for professional and personal development that you have provided me during my time with the company. I have enjoyed working on the projects and collaborating with the team.

I will ensure that all my duties are completed and will assist in the transition process to the best of my abilities during my remaining time.

Thank you once again for the opportunity, and I look forward to staying in touch.

Sincerely,

Your Name