

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 contract position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I am grateful for the opportunities I have had to work with the team and contribute to [specific project or task].

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities efficiently during my remaining time.

Thank you for the support and understanding during my time with the company. I look forward to staying in touch in the future.

Sincerely,

[Your Name]