

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 position under the fixed-term contract at [Company's Name], effective [last working day, typically the end of your contract period].

Thank you for the opportunity to be a part of [Company's Name]. I have enjoyed working here and am grateful for the support and guidance I have received.

Should you need any assistance during the transition period, please do not hesitate to reach out.

Thank you again for everything.

Sincerely,
[Your Name]