

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]

Subject: Resignation from Part-Time Position

Dear [Manager's Name],

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

I've enjoyed my time working at [Company's Name] and am grateful for the opportunities for personal and professional development. However, due to [brief reason if desired, e.g., personal commitments, educational pursuits], I have decided to step down.

Thank you for your understanding and support. I hope to stay in touch in the future!

Sincerely,

[Your Name]