

# Resignation Letter Template

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

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

Thank you for the opportunity to work with such a talented team. I have appreciated my time here and the support I have received.

I wish you and the team continued success in the future. Please let me know how I can help during the transition.

Sincerely,

[Your Name]