

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 position as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have enjoyed my time working here and appreciate the opportunities I have received during my vacation job. However, due to [brief reason, e.g., "personal commitments" or "school obligations"], I have decided to step down.

Thank you for your understanding. I hope to stay in touch, and I wish the team continued success.

Sincerely,

[Your Name]