

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Client/Company Name]

[Client/Company Address]

[City, State, Zip Code]

Dear [Client/Manager's Name],

I am writing to formally resign from my position as a freelance business development consultant, effective [Last Working Day, typically two weeks from the date above].

It has been a pleasure working with you and the team. I appreciate the opportunities for professional and personal development that have been afforded to me during our time together.

Please let me know how I can assist during this transition period. I hope to maintain our professional relationship in the future.

Thank you once again for the opportunity.

Sincerely,

[Your Name]