

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/Company Name],

I am writing to formally resign from my position as an independent contractor with [Client/Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, but I believe it is time for me to pursue other opportunities. I am grateful for the experiences and support I have received during my time working with you and your team.

During the next few weeks, I am committed to ensuring a smooth transition and will assist in handing off my responsibilities as needed.

Thank you once again for the opportunity to be a part of your project. I hope to stay in touch, and I wish [Client/Company Name] continued success.

Sincerely,

[Your Name]