

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]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name] as my fixed-term contract is coming to an end on [End Date]. I want to take this opportunity to express my gratitude for the experience and support I have received during my time with the company.

I have enjoyed working with the team and contributing to [specific project or task]. I will ensure that I complete all outstanding duties before my departure and assist in the transition process as needed.

Thank you once again for the opportunity. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]