

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

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective at the end of my short-term contract on [End Date].

I have appreciated the opportunity to work with you and the team, and I am grateful for the experience I have gained during my time here. I am proud of the contributions I have made and will take the skills I've learned with me into my next endeavors.

Thank you for your understanding. I wish you and the company continued success in the future.

Sincerely,

[Your Name]