

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[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] effective [Last Working Day, typically the last day of the contract]. I appreciate the opportunity to work with you and the team during my temporary contract.

Thank you for the support, guidance, and experiences I've gained during my time here. I wish the company continued success in all future endeavors.

Best regards,

[Your Name]