

[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] effective [Last Working Day]. As my temporary employment concludes, I want to express my gratitude for the opportunity to work with such a talented team.

Thank you once again for the experience. I hope to stay in touch.

Sincerely,

[Your Name]