

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 as [Job Title] at [Company's Name], effective [Last Working Day]. As my temporary contract is coming to an end on [Contract End Date], I wanted to take this opportunity to express my gratitude for the chance to be a part of the team.

Working at [Company's Name] has been a rewarding experience, and I appreciate the support and guidance I have received during my time here. I look forward to applying the skills I have gained in my future endeavors.

Please let me know if there is anything specific you would like me to complete before my departure. I am happy to assist in the transition process.

Thank you once again, and I wish [Company's Name] continued success in the future.

Sincerely,  
Your Name