

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Employer's Name
Company Name
Company Address
City, State, Zip Code

Dear [Employer's Name],

I am writing to formally resign from my position as [Your Job Title], effective [Last Working Day, if applicable]. As my temporary employment period is coming to an end, I would like to take this opportunity to express my gratitude for the experience and support I have received during my time at [Company Name].

I appreciate the opportunity to work with such a talented team and for the knowledge I have gained during my tenure. I wish the company continued success in all its future endeavors.

Thank you once again for the opportunity. Please let me know how I can assist during the transition period.

Sincerely,
[Your Name]