

[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 temporary position as [Your Position] with [Company's Name], effective [Last Working Day]. As my assignment concludes, I want to express my gratitude for the opportunity to work with such a dedicated team.

During my time here, I have gained valuable experience and skills that I will carry with me throughout my career. Thank you for your support and guidance during my tenure.

I wish [Company's Name] continued success in the future. Please let me know how I can assist during the transition.

Sincerely,

[Your Name]