

# Resignation Letter

**Your Name**

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

**Manager's Name**

Company Name

Company Address

City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my temporary position as [Your Position] at [Company Name], effective [Last Working Day]. With the completion of the project, I am grateful for the opportunity to contribute to the team and gain valuable experience.

Thank you for your support during my time in this role. I look forward to staying in touch and wish the company continued success.

Sincerely,

[Your Name]