

Resignation from Property Service Contract

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally resign from my responsibilities under the property service contract dated [Insert Contract Date], for the property located at [Insert Property Address]. My decision to resign comes after careful consideration, and I believe it is in the best interest of both parties.

As per the terms of our contract, I will ensure that all outstanding duties are completed and that the transition process is as smooth as possible. I plan to conclude my services by [Insert Last Working Date], allowing ample time for the necessary arrangements.

Thank you for the opportunity to work under this contract. I appreciate the support and collaboration we have shared during this period. Please do not hesitate to reach out if there are further discussions required regarding my resignation.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]