

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my freelance position with [Company Name], effective two weeks from today, [Last Working Day Date].

Thank you for the opportunities I have received during my time working on the [specific project or role]. I appreciate the support and trust placed in me, and I wish you and the team continued success.

Please let me know how I can assist during the transition. I am committed to ensuring a smooth handover of my responsibilities.

Sincerely,
[Your Name]