

Resignation Announcement

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Resignation from Freelance Position

Dear [Recipient's Name],

I am writing to formally announce my resignation from my freelance position at [Company/Organization Name], effective [Last Working Day, e.g., two weeks from today].

This decision was not an easy one, but after careful consideration, I believe it is best for my career and personal goals. I am truly grateful for the opportunities I have had during my time here and have enjoyed working with such a talented team.

Please let me know how I can assist during the transition period. I will ensure that all my current projects are completed or handed off smoothly before my departure.

Thank you once again for the support and opportunities. I look forward to staying in touch.

Sincerely,

[Your Name]

[Your Contact Information]