

Resignation Announcement

Dear [Team/Manager's Name],

I hope this message finds you well. I am writing to formally announce my resignation from my part-time role at [Company/Organization Name]. My last working day will be [Last Working Day, typically two weeks from the date of this letter].

This decision was not easy to make, but after careful consideration, I have decided to pursue other opportunities that align more closely with my career goals.

I am grateful for the experience and support I have received during my time at [Company/Organization Name]. I appreciate the chance to work with such a talented team and to contribute to the exciting projects we have worked on together.

I will do my best to ensure a smooth transition and complete all outstanding tasks before my departure. Please let me know how I can assist during this period.

Thank you once again for the opportunity. I hope to stay in touch, and I wish you and the team continued success.

Best regards,

[Your Name]

[Your Contact Information]