

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally resign from my position, effective [Insert End Date of Contract]. As my contract engagement comes to a close, I want to express my gratitude for the opportunities I've had during my time here.

I appreciate the support and guidance I've received from you and my colleagues. It has been a valuable experience, and I look forward to carrying the lessons I've learned into my future endeavors.

Thank you once again for everything. I wish you and the team all the best.

Sincerely,

[Your Name]