

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. I have completed my contract responsibilities and feel it is time for me to pursue other opportunities.

I appreciate the opportunity to work at [Company's Name] and the support I have received during my tenure. I am grateful for the experiences and skills I have gained here, and I look forward to applying them in my future endeavors.

Please let me know how I can assist during the transition. Thank you for your understanding.

Sincerely,

[Your Name]