

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]. I am grateful for the time I have spent working here and I appreciate the opportunities given to me during my contract.

Completing my contract has been a rewarding experience, and I am thankful for the support from both you and my colleagues. I have learned and grown significantly during my time here.

Please let me know how I can assist in making the transition as smooth as possible.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]