

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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], concluding my contract tenure.

I appreciate the opportunities for professional development that I have been given during my time here. I have enjoyed working with the team, and I am grateful for the support provided to me throughout my employment.

Please let me know how I can help during the transition. I hope to stay in touch in the future.

Thank you once again for the opportunity.

Sincerely,

[Your Name]