

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 at the end of my contract on [Contract End Date]. As my contract is set to expire, I believe it is the appropriate time to move on and pursue new opportunities.

I would like to take this opportunity to express my gratitude for the support and guidance I have received during my time here. I have greatly enjoyed working with the team and appreciate the experiences I have gained.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you and the team continued success in the future.

Sincerely,

[Your Name]