

# 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 today].

Reflecting on my time here, I am grateful for the opportunities to grow professionally and personally during my contract period. The experiences and knowledge I have gained while working on various projects have been invaluable. I appreciate the support and guidance from you and the team, which has played a crucial role in my development.

While I am excited about the new direction my career is taking, I will miss the collaborative environment and the wonderful colleagues that I have had the pleasure of working alongside. Please let me know how I can assist in the transition during my remaining time at the company.

Thank you once again for everything. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]