

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position as a part-time [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work at [Company Name] and have enjoyed my time here. I am grateful for the experiences and skills I have gained during my tenure.

Thank you for your understanding. I hope to stay in touch and wish the company continued success.

Sincerely,
[Your Name]