

# Notice of Resignation

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 part-time position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have enjoyed my time working here and appreciate the opportunities I've had to grow and develop my skills. Thank you for the support and guidance you have provided me during my tenure.

During the next [Notice Period], I am committed to ensuring a smooth transition and will do my best to wrap up my duties and assist in training my replacement.

Thank you once again for everything. I hope to stay in touch, and I wish the company continued success.

Sincerely,

[Your Name]