

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

I want to express my gratitude for the opportunities I have had while working at [Company Name]. I have enjoyed working with you and the team.

Please let me know how I can help during the transition period. I hope to stay in touch, and I wish the company continued success.

Thank you for everything.

Sincerely,

[Your Name]