

Resignation Letter

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

I have enjoyed my time working at [Company's Name] and appreciate the opportunities I have had to grow both personally and professionally during my time here. I am grateful for the support and guidance you have provided.

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

Sincerely,

[Your Name]