

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 two weeks from today, [Last Working Day].

This decision was not easy and took a lot of consideration. I have enjoyed my time working with you and the team and have appreciated the opportunities for personal and professional growth during my tenure.

I am committed to making the transition as smooth as possible over the next two weeks. Please let me know how I can assist during this time.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]