

Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

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

This decision was not easy and involved considerable thought. However, I believe it is the best choice for my current circumstances.

I am grateful for the opportunities I have had to grow and learn while working with the team. I appreciate your understanding and support during this transition.

Please let me know how I can help during this period to ensure a smooth transition.

Thank you for everything.

Sincerely,

[Your Name]