

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

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

This was not an easy decision for me, as I have enjoyed working at [Company's Name] and appreciate the opportunities I have been given.

Thank you for your support and understanding. I hope to keep in touch and wish the team continued success.

Sincerely,

[Your Name]