

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

It has been a pleasure working with the team during the seasonal period, and I appreciate the opportunities for growth and learning I have received. I am proud to have contributed to [mention any specific project or responsibility].

Please let me know how I can help during the transition. Thank you for your understanding.

Sincerely,

[Your Name]