

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of this letter].

Working here has been a valuable experience, and I appreciate the support and opportunities I've received during my time as a temporary employee. I am grateful for the chance to work with such a talented team.

I will ensure a smooth transition by completing my outstanding tasks and assisting in the handover process. Please let me know how I can help during this time.

Thank you once again for the opportunity. I hope to stay in touch.

Sincerely,
[Your Name]