

# Resignation Notice

Date: [Insert Date]

To:

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

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

Thank you for the opportunity to work at [Company Name]. I appreciate the experience and support I have received during my time here.

Best regards,

[Your Name]

[Your Contact Information]